

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
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Website: <http://kettlestoneparishcouncil.norfolkparishes.gov.uk/>

To: G Ashby (Chair), C Hipkin, M Hoad, T Hoad, R Kilbourn, (Vice-Chair), B Wyvill
cc: V FitzPatrick (District Councillor), S Aquarone (County Councillor), SNT Fakenham

You are invited to the **Annual Parish Meeting** on
Monday 16 May 2022 at 7:00 pm in the Village Hall

AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (5 May 2021) to be approved and signed.
3. Reports from village groups
4. Public Participation: Limit to five minutes per person
Chair to close the Annual Parish Meeting

**You are summoned to the Annual Meeting of Kettlestone Parish Council on
Monday 16 May 2022 following the Annual Parish Meeting at 7:00 pm in the Village Hall**

Signed:

Date:.....

AGENDA

Welcome

- 1) The Chair will ask for nominations for the **Election of Chair**.
 - a) The new Chair will complete a declaration of office form.
- 2) The new Chair will ask for nominations for the **Election of Vice-Chairman**.
- 3) To consider **the co-option** of one person to fill the vacancy on the Parish Council.
 - a) New councillor to will complete a declaration of office.
- 4) **Policies**
 - a) **To note / review** <https://kettlestoneparishcouncil.norfolkparishes.gov.uk/parish-council/policies-and-guidance/>
 - i) Code of Conduct (adopted 2012)
 - ii) Planning Protocol
 - iii) Financial Regulations (January 2014, last reviewed May 2021)
 - iv) Standing Orders (new model adopted May 2018, last reviewed May 2021)
 - v) Annual Risk Management Assessment (updated May 2022)
 - vi) Data Protection Policy (revised policy adopted May 2021)
 - (1) To note that there were no requests nor breaches during the period since May 2021
 - (2) 'Things to Remember' to be circulated to all councillors
- 5) **Allocation of responsibilities**
 - a) Planning Advisory Group – all councillors
 - b) Data Protection Working Group
 - c) Monitor of structures: bus shelter, notice board, village sign, seat
 - d) Distribution of newsletter
 - e) Internal account checker
 - f) To confirm Internal Auditor: Stafford Snell
- 6) **Apologies**
- 7) **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below.
- 8) **Minutes of the previous Meeting** (21 March, meeting in January was cancelled) to be approved for signing as a true record.

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9) **Matters arising:** Progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting.

10) The meeting will be temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and police to report.
The Chair will re-open the meeting.

11) Planning

- a) Planning **applications** received since the previous meeting.
- b) **Decisions** made by the District Council since the previous meeting.
 - i) NP/21/3095: Prior notification proposed balanced cut and fill earth moving operations to create an irrigation reservoir for the purposes of agriculture at **Manor Farm Barns The Street**. **PRIOR APPROVAL REQUIRED.**

12) Highways and footpaths

- a) Update on the request for signage for Holbrigg Lane and Green Lane
- b) Items to report:

13) Parish Partnership Scheme

- a) Progress report on bus shelter/s for the road at Pensthorpe.

14) Accounts and Annual Return

- a) To **approve annual accounts**, which have been checked by Robert Kilbourn.
- b) To note the **report from the Internal Auditor** Stafford Snell: *'I have carried out the Internal Audit of Kettlestone Parish Council Accounts for the Financial Year 2021 – 2022 as requested. Once again this has been carried out online. This was only possible due to the excellent work carried out by Joanna in setting out the accounts and all other documentation. This resulting in me having no points I wish to raise with the Parish Council.'*
- c) To approve and sign the Annual Governance and Accountability Return (AGAR):
 - i) The **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
 - ii) **Accounting Statements** for 2021-22.
- d) **Exemption from Limited Assurance Review.** To confirm that the Parish Council has met the relevant criteria for Exemption and to complete the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP).
- e) To note that the following documents will be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.

15) Financial business to consider payment of invoices and other financial business.

- a) **Balances** as at 31 March: Current account £927.24; Savings account £5,089.78
- b) **Receipts** since 25 Feb; interest 13p
- c) **Regular payments** since 25 Feb: salary and on-costs.
- d) **Payments** to approve:

to whom	cheque no	Amount
Joanna Otte (expenses including newsletter for May)		£23.70
Stafford Snell (internal audit)		£20.00
Norfolk Assoc. of Local Councils (annual subs and website fee)		£133.57
CPRE (annual subs)		£36.00
Gallagher (insurance premium)		£290.64

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16) Covid-19 support: hardship Grants

17) Environment

a) Climate Emergency Group

18) Maintenance

a) Dog bin on Holbrigg Lane.

19) Correspondence (circulated via email)

20) Reports from parish councillors and items for placing on the agenda for the next Meeting

21) Next Meeting of the Parish Council on Monday **25 July 2022** at **7:00pm** in the Village Hall (a week later than usual)