

# KETTLESTONE PARISH COUNCIL

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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 summoned to a Meeting of Kettlestone Parish Council on  
Monday 21 November 2022 at 7:00 pm in the Village Hall**

Signed: .....

Date:.....

## AGENDA

Welcome

**Exception Housing Scheme Presentation** (with opportunity for questions) from North Norfolk District Council (Anna Clark) and Broadland Housing (Ed Mumford-Smith).

- 1) **Apologies**
- 2) **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below.
- 3) **Minutes of the previous Meeting** (25 July meeting in Sept was cancelled due to the Queen's State Funeral) to be approved for signing as a true record.
- 4) **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.
- 5) To consider **the co-option** of one person to fill the vacancy on the Parish Council.
  - a) New councillor to complete a declaration of office.
- 6) 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.
- 7) **Planning**
  - a) Planning **applications** received since the previous meeting.
    - i) PF/22/2110: Erection of two-storey side extension and single-storey rear extension at **55 The Street**. Link circulated. No objection submitted 21 Sept.
    - b) NP2/22/2183: Prior Approval: Balanced cut and fill earth moving operations to create an irrigation reservoir for the purposes of agriculture (details submitted further to application NP/21/3095) at **Manor Farm Barns The Street**. Link circulated. No objection. However concern was raised about the overhead high voltage cables. The Parish Council would also like to have assurance that the application has the necessary extraction licence and that the environment surrounding the development will be protected and improved.
  - c) **Decisions** made by the District Council since the previous meeting.
    - i) PF/22/1602: Single storey rear extension to dwelling and porch to front at **11 Little Snoring Road Kettlestone**. APPROVED.
    - ii) PF/22/2110: Erection of two-storey side extension and single-storey rear extension at **55 The Street**. APPROVED.
- 8) **Highways and footpaths:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
  - a) Items to report:
- 9) **Bus shelter at Pensthorpe**
  - i) Bus shelter has been ordered from Littlethorpe; expected delivery will be in the new year.
  - ii) Street furniture licence from Highways has been approved..

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## 10) Maintenance

- a) Notice Board
  - i) <https://www.noticeboardcompany.com/products/breeze-post-mounted-external-notice-board.html> : A1 landscape top hinged metal notice board (magnetic) from £679
  - ii) <https://www.greenbarnes.co.uk/product-category/external-noticeboards/man-made-timber-noticeboards> : 2 bay timber notice board from £977.45
  - iii) Repair: James Cane £300 -£600 (a new one would be in the region of £800 - £1000)
  - iv) Pin board available from Great Snoring Parish Council at reduced rate (£22.86).

## 11) Donations.

- a) To resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- b) To note donations last year: £100 to the PCC or grass cutting; £50 to Kettlestone Village Hall (for Parish Council meetings) and £50 to the Air Ambulance.

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

- a) To note that the Pension Regulator has written reminding the Parish Council of its legal duties as an employer to carry out re-enrolment and re-declaration: deadline February 2023.
- b) To note that the LGA has agreed the annual salary increase of £1 per hour to be back dated to April 2022.
- c) **Balances** as at 28 Oct: Current account £2317.54; Savings account £5,091.73
- d) **Receipts** since 29 June; precept £1,950; interest £1.57; VAT refund £89.18;
- e) **Regular payments** since 29 June: £1 to Kettlestone Charities for land for bus shelter; salary and on-costs.
- f) **Payments** to approve:

to whom	cheque no	Amount	Date
Community Heartbeat (defib pads)	100463	£51.60	21/09/22
Joanna Otte (expenses Aug - Nov)	100464	£44.84	
Walsingham Parish Council (photocopying newsletters Aug, Sept, Oct, Nov)	100465	£16.16	

## 13) Covid-19 and economic crisis support: hardship Grants

## 14) To consider and set the Budget and Precept for 2023-24

- a) To review the figures (attached).  
Expected bank balance at the end of March 2023 is **£5,461** (of which £750 is the Covid hardship grant and the remaining £4,700 is listed as reserved funds).  
Expected **expenses** for 2023-24 are **£4,266**
- b) To determine whether or not there are any other likely calls on planned expenditure.
- c) Propose to increase the precept by £100 (an increase of just over 2.5 %) to at £4,000.
- d) To agree the precept for 2022-23 and complete the necessary form.

## 15) Environment

- a) Climate Emergency Group

## 16) Correspondence (circulated via email)

- a) Rural Mobility Survey: <https://www.smartsurvey.co.uk/s/TERural/>. Deadline 16 Dec
- b) Parliamentary Boundary Review: <https://boundarycommissionforengland.independent.gov.uk/>.  
Kettlestone to remain in the Broadland which will be known as Broadland and Fakenham

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

## 18) Next Meeting of the Parish Council on Monday 16 January 2023 at 7:00pm in the Village Hall.