

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
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Present: G Ashby (Chair), C Hipkin, T Hoad, R Kilbourn, (Vice-Chair), B Wyvill
and: V FitzPatrick (District Councillor), A Clarke (NNDC Community Housing Enabler) and one member of the public

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

Welcome

Before the meeting started there was presentation of Exception Housing Scheme Anna Clark from North Norfolk District Council. Information about the local housing need (and the criteria for allocation) in Kettlestone and the surrounding parishes (excluding Fakenham) was circulated. It was noted that there were 37 households meeting the criteria of living in the parish or adjoining parishes for at least 5 years at any time, or employed (permanent employment of at least 12 months and 16 hours per week) or have a family member who has lived for five consecutive years in the parish or adjoining parishes. This was made up of 12 single people, 2 couples, 15 small families (up to two children) and 8 large families (3 + children). Policy requirements for an Exception Housing Scheme include that the development must be next to 10 existing properties and address the housing need. Broadland Housing have experience in such developments with properties built in a vernacular style designed to 'sit in the landscape' e.g. flint and brick, converted farm building / barns style. There would be an element of market pricing to cross subsidise the affordable homes which could be rental, shared ownership. Developments can be seen at Fulmodeston, Barney, Swanton Novers etc. It was pointed out that Kettlestone is particularly interested in the environment with a Dark Skies policy. It would therefore be vital that any development would be carbon zero, energy efficient and protect the Dark Skies. The Parish Council was assured that both Broadland Housing and Flagship work with the community at as early a stage as possible and are also bound by terms and expectations regarding energy efficiency etc as part of the grants from Homes England. Concern was raised about the lack of public transport and other facilities. The Officer explained the allocation of homes through the Exception Scheme is managed through a bidding system and applicants are aware of the location and the facilities that are available.

It was noted that the original proposed site on Little Snoring Road would have been a good except for the road access to the A148 which is very narrow. It was suggested that perhaps an alternative route to the A148 could be made. It was also noted that the call for sites in Little Snoring had brought forward some alternatives which were currently being reviewed by the Broadland Housing.

It was decided that the Officer would draw up a map of identifying possible sites in Kettlestone for Parish Councillors to view.

The Chair thanked Anna Clark for the presentation.

MINUTES

- 1) **Apologies** from M Hoad, S Aquarone (County Councillor), and Ed Mumford-Smith (Broadland Housing) were accepted.
- 2) **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below. None.
- 3) **Minutes of the previous Meeting** (25 July meeting in Sept was cancelled due to the Queen's State Funeral) were approved and signed.
- 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.
 - a) It was noted that the Not Suitable for HGVs sign on Green Lane had been erected, but that the larger 30 mph sign near the 'chicken field' on The Street had not been installed.

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- b) It was noted that there had been no response from the newsletter call for images for possible signs for Holbrigg Lane. It was decided to put this on hold for the time being.
- 5) **Co-option** of one person to fill the vacancy on the Parish Council. No one had come forward.
- 6) The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and police to report.
Reports from District and County Councillors circulated via email.
The Chair re-opened 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:
- i) Leaf debris at the junction of Green Lane / Holt Road (already reported).
- ii) Give Way sign at Langor Bridge – loose pole.
- iii) Chevrons covered by debris at Langor Bridge.
- iv) Blocked drains at Langor Bridge.
- 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.
- iii) Work had begun on installing the footings. Thank you to R Kilbourn.
- 10) **Maintenance**
- a) Notice Board quotes:
- 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).
- b) It was thought that it was not cost effective to repair the notice board. It was suggested that the carved name panel at the top of the existing noticeboard could be mounted in the bus shelter.
- c) It was agreed to purchase a new metal one (side-opening with a thumb lock) in dark green from the Noticeboard Company.
- d) It was also agreed to purchase the pin board from Great Snoring Parish Council to for the interior of the bus shelter / book exchange.

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11) Donations.

- a) It was resolved 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, was in the interests of the area or its inhabitants and would benefit them in a manner commensurate with the expenditure.
- b) £100 to Kettlestone Village Hall; £50 to the PCC towards grass cutting in the churchyard; £50 to the Air Ambulance.

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

- a) It was noted that the Pension Regulator had written reminding the Parish Council of its legal duties as an employer to carry out re-enrolment and re-declaration: deadline February 2023.
- b) It was noted that the LGA had agreed the annual salary increase of £1 per hour to be back dated to April 2022. The Clerk requested that this could be put through at the end of the financial year.
- 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) The following **Payments** were approved:

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	
Kettlestone Village Hall (donation)	100466	£100.00	
Kettlestone PCC (donation towards grass cutting)	100467	£50.00	
East Anglian Air Ambulance	100468	£50.00	

13) Covid-19 and economic crisis support: hardship Grants. No applications.

14) Set the Budget and Precept for 2023-24

- a) The figures of the draft Budget were reviewed (attached and previously circulated). 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.
 - i) It was decided to put £200 in the Budget towards the cost of a new notice board.
- c) It was agreed to increase the Precept by £240 (an increase of just over 6 %) to **£4,140**.
- d) The form for the District Council was completed and signed.

15) Environment

- a) Climate Emergency Group
 - i) A young person has joined the group. Future displays in the bus shelter will highlight local sources and facilities. There will also be a few small recycling collection boxes for certain items such as toothpaste tubes. A request for information about solar panels for residential properties was noted.
 - ii) There would be a talk in the Village Hall on Thursday about Pensthorpe.

16) Correspondence (circulated via email)

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- a) Rural Mobility Survey: <https://www.smartsurvey.co.uk/s/TERural/>. Deadline 16 Dec. It was agreed that Gill and Robert would complete the survey for Kettlestone and Pensthorpe respectively.
- b) Parliamentary Boundary Review: <https://boundarycommissionforengland.independent.gov.uk/>. Kettlestone to remain in the Broadland which will be known as Broadland and Fakenham.
- c) Item about an ONS survey for Veterans would be included in the newsletter.
- d) It was noted that the Clerk had registered interest for getting gov.uk email addresses for the parish council and councillors.

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.

Meeting closed at 9:30 pm