Clerk: Mrs Joanna Otte,

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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 16 January 2023 at 7:00 pm in the Village Hall**

Signed: *……………………….* Date:…………

AGENDA

Welcome

1. **Apologies**
2. **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below.
3. **Minutes of the previous Meeting** (21 November) 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.
   1. To note that the Church has sent a thank you letter for the donation towards the grass cutting.
   2. To note that PKF Littlejohn have been reappointed as the External Auditors by the Smaller Authorities Audit Appointments for the five year period 2022/23 to 2026/27.
5. 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.

1. **Planning**
   1. Planning **applications** received since the previous meeting.
   2. **Decisions** made by the District Council since the previous meeting.
      1. PF/22/2110: Erection of two-storey side extension and single-storey rear extension at **55 The** **Street.** APPROVED.
2. **Highways and footpaths**: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
   1. To note that a request has been submitted for the gritting route to extend beyond Holbrigg Lane to Kettlestone House (or beyond if possible).
   2. To note that the Highway’s Engineer is following up the 30 mph sign for The Street which was ordered in the autumn.
   3. Items to report:
3. **Bus shelter at Pensthorpe**
   * 1. Groundworks and cutting back of trees have been completed. Bus Shelter due for delivery on 18 January (traffic control has been arranged).
     2. Estimate of costs which will be shared 50:50 between NCC and Pensthorpe Nature Park:

|  |  |
| --- | --- |
| Rettendon Shelter | £9,786.50 |
| Traffic Management for Delivery | £740.00 |
| Materials for foundations | £105.50 |
| Materials for floor surface | £85.00 |
| Management & labour charge @ £15/hr - 30hrs | £450.00 |
| Total Cost | **£11,167.00** |

1. **Maintenance**
   1. Notice Board
      1. To arrange for removal of existing notice board and installation of new one.
   2. Pin board available from Great Snoring Parish Council at reduced rate (£22.86).
2. **Financial business** to consider payment of invoices and other financial business.
   1. To note that a re-declaration has been made to the Pension Regulator as required.
   2. **Balances** as at 29 Nov: Current account £2039.24; Savings account £5,091.73
   3. **Receipts** since 29 Oct: none.
   4. **Regular payments** since 29 Oct: salary and on-costs.
   5. **Payments** to approve:

|  |  |  |
| --- | --- | --- |
| to whom | cheque no | Amount |
| Notice Board Company (UK) Ltd | 100469 | £704.53 |
| Joanna Otte (expenses Dec - Jan) | 100470 | £52.74 |
| Walsingham Parish Council (photocopying newsletters Dec & Jan) | 100471 | £12.12 |
| Great Snoring Parish Council (pin board) | 100472 | £22.86 |

1. **Covid-19 and economic crisis support:** hardship Grants
2. **Environment**
   1. Climate Emergency Group
3. **Correspondence** (circulated via email)
4. **Reports from parish councillors** and items for placing on the agenda for the next Meeting.
5. Next Meeting of the Parish Council on Monday **20 March 2023** at **7:00pm** in the Village Hall.