

# KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,

Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN

Tel. 01328 822366 email: [Kettlestonepc@googlemail.com](mailto:Kettlestonepc@googlemail.com)

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 summoned to a Meeting of Kettlestone Parish Council on  
Monday 20 March 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** (16 January) 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.
  - a) To note that meeting with Woodson regarding the development at Church Farm and East Barns was useful and informative. Thank you to Trevor for organising this.
- 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.
- 6) **Planning**
  - a) Planning **applications** received since the previous meeting.
  - b) **Decisions** made by the District Council since the previous meeting.
- 7) **Highways and footpaths:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
  - a) Items to report:
- 8) **Bus shelter at Pensthorpe**
  - a) **Costs**
    - i) Grant from NCC Parish Partnership: received
    - ii) Donation from Pensthorpe Conservation Shop: received
    - iii) Payment made to Littlethorpe for supply and delivery of Rettendon Style Bus Shelter
    - iv) Payments for groundworks and installation:
  - b) **Agreement**
  - c) **Advertising / Pictures**
- 9) **Maintenance**
  - a) Notice Board
    - i) To arrange for removal of existing notice board and installation of new one.
- 10) **Financial business** to consider payment of invoices and other financial business.
  - a) **Balances** as at 27 Feb: Current account £6012.99; Savings account £4094.57
  - b) **Receipts** since 29 Nov: Conservation Shop (bus shelter) £4652.90; interest £2.84
  - c) **Regular payments** since 29 Nov: ICO annual fee £35.00; salary and on-costs.

## KETTLESTONE PARISH COUNCIL

d) **Payments to approve:**

to whom	cheque no	Amount
Littlethorpe (bus shelter)		£8896.80
Joanna Otte (expenses Feb and March)		£35.60
Joanna Otte (Friends of Little Snoring Primary – newsletter Feb)		£4.04
Walsingham Parish Council (photocopying newsletters March)		£8.08
Robert Kilbourn (groundworks and installation of bus shelter)		

**11) Employment**

- a) To note that a re-declaration has been made to the Pension Regulator as required.
- b) To note that the National Salary Award agreed by the NJC in November was to increase salary by £1 per hour to be applied retrospectively from 1 April 2022.
- c) To note that the Employer's pension contribution will decrease by 0.5% for year beginning April 2023
- d) To amend Standing Order instructions to include
  - i) backdated salary increase for the payments in March
  - ii) decrease in employer's pension contributions for 2023

**12) Covid-19 and economic crisis support: hardship Grants**

**13) Environment**

- a) Climate Emergency Group

**14) Correspondence:** mail circulated as usual via email

- a) Parish Council election on 4 May 2023. To remind those who wish to stand that they need to complete nomination forms which have to be delivered to NNDC office in Cromer between 21 March and 4 April. If you would like the Clerk to take the forms please deliver to her by 27 March.

**15) Reports from parish councillors** and items for placing on the agenda for the next Meeting.

**16) The Annual Parish Council Meeting** will be on Monday **15 May 2023** preceded by the Annual Parish Meeting at **7:00pm** in the Village Hall.