

# KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,

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Present: G Ashby (Chair), C Hipkin, T Hoad, R Kilbourn, (Vice-Chair),

## Meeting of Kettlestone Parish Council on Monday 16 January 2023 at 7:00 pm in the Village Hall

### MINUTES

Welcome

- 1) **Apologies** from M Hoad, B Wyvill, V FitzPatrick (District Councillor) and S Aquarone (County Councillor) 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** (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.
  - a) It was noted that thank you letters for donations had been received from the Air Ambulance and the PCC (for the grass cutting).
  - b) It was noted that PKF Littlejohn had 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. No one present.  
Report from District Council circulated via email.
- 6) **Planning**
  - a) Planning **applications** received since the previous meeting. None.
  - b) **Decisions** made by the District Council since the previous meeting.
    - i) PF/22/2110: Erection of two-storey side extension and single-storey rear extension at **55 The Street**. APPROVED.
  - c) Other Planning Matters
    - i) It was noted that the developers of Old and East Barns would like to arrange an open meeting for residents.
- 7) **Highways and footpaths:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
  - a) It was noted that a request had been submitted for the gritting route to extend beyond Holbrigg Lane to Kettlestone House (or beyond if possible). This would be considered by the panel for next winter.
  - b) It was reported that the gritter did occasionally go beyond Holbrigg Lane which was helpful.
  - c) It was noted that the Highway's Engineer was following up the 30 mph sign for The Street which was ordered in the autumn.
  - d) Items to report:
    - i) Large dip forming at the bottom of Orchard Grove
    - ii) Drains on A1067 Pensthorpe to Langor Bridge need a proper clean out
    - iii) Damage lights on bollards at pedestrian crossing at Pensthorpe
    - iv) Leaf debris on junction of Green Lane / Holt Road (A148) (NNDC: cleansing)

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### 8) Bus shelter at Pensthorpe

- i) Groundworks and cutting back of trees have been completed. Bus Shelter due for delivery on 18 January (traffic control has been arranged). Extra work had to be carried out on the groundworks to accommodate a request to have the shelter set further back so it will be half on Highway's verge and half on Pensthorpe land, all of which was approved by the Highways Officer and the representative from Pensthorpe Nature Reserve.

- ii) 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	<b>£11,167.00</b>

- iii) A big 'thank you' to Robert Kilbourn taking on this project, doing the groundworks and negotiating with the various parties.

### 9) Maintenance

- a) Notice Board
  - i) Robert offered to take the lead with organising the removal of existing notice board and installation of the new one (including collection from the Clerk).
- b) Pin board available for collection from Great Snoring Parish Council at reduced rate (£22.86). Robert would collect and take to Barbara's for storage. It would then be used as a display board in the Book Exchange.

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

- a) It was noted that a re-declaration had been made to the Pension Regulator as required.
- b) **Balances** as at 29 Nov: Current account £2039.24; Savings account £5,091.73
- c) **Receipts** since 29 Oct: none.
- d) **Regular payments** since 29 Oct: salary and on-costs.
- e) **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

### 11) Covid-19 and economic crisis support: no applications received.

### 12) Environment

- a) Climate Emergency Group would be meeting again on Wednesday. They hoped to arrange a talk from Leaping Hare about the products including solar panels and storage batteries, infrared heating panels and energy efficient water boilers.
- b) It was suggested that collection tubs for recyclable products could be made available at the Book Exchange.
- c) It was suggested that funding could be found to have information notices produced showing the work that a Duke of Edinburgh pupil had done on the natural environment of Kettlestone Common.

### 13) Correspondence (circulated via email)

- a) It was noted that Pensthorpe Nature Reserve are willing to provide land for a cycle path from Fakenham to the Reserve.

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

### 15) Next Meeting of the Parish Council on Monday **20 March 2023** at **7:00pm** in the Village Hall.