

# 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/>

Present: G Ashby (Chair), C Hipkin, T Hoad, R Kilbourn, (Vice-Chair),  
and one member of the public

## Meeting of Kettlestone Parish Council on Monday 20 March 2023 at 7:00 pm in the Village Hall

### MINUTES

Welcome

- 1) **Apologies** from M Hoad, B Wyvill, V FitzPatrick (District Councillor), 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** (16 January) 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 meeting with Woodson regarding the development at Church Farm and East Barns was useful and informative. Thank you to Trevor for organising this.
  - b) The Clerk was asked to contact Norfolk County Council to remind them that the long-standing offer from Pensthorpe to provide land for a cycle path from the nature park to the Fakenham still stands.
- 5) The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and police to report.
  - A member of the public thanked Trevor for organising the meeting with Woodson developments. She noted that she would be meeting with a representative from UK Power Networks to clarify the routing of power cables to the Barns and regularise the power supply.
  - Complaints were made about the number of road closures, the length of diversion routes and the lack of clarity of advance warning signage. The Clerk was asked to raise the matter with Highways. The Clerk explained the utility companies were conscious of the importance of tourism in Norfolk and tried to arrange planned works out of season. Unfortunately emergency road closures particularly for burst water mains and broken electricity cables could not be planned! The Clerk advised that planned road works and closures could be viewed on the website: <https://one.network/uk/norfolk>.

The Chair re-opened the meeting.

- 6) **Planning**
  - a) Planning **applications** received since the previous meeting. None.
  - b) **Decisions** made by the District Council since the previous meeting. None
- 7) **Highways and footpaths**
  - a) Items to report:
    - i) Drain at corner of The Street near the pumping station needs to be rodded out to allow water from the road to get into the holding tank.
    - ii) Some rotten boards on the boardwalk need to be replaced.
    - iii) Larger 30 mph sign at western end of The Street had still not been erected.
    - iv) It was noted that with the dog training centre at the farm, there is more traffic on Holbrigg Lane and the drivers do not appear to have any consideration for pedestrians and dog walkers. It was agreed to get some waning signs to inform drivers and encourage them to drive with care for other road users.
    - v) It was noted that there had been an accident at Pensthorpe where a car had cut into the central reservation and damaged the bollards. Highways had been informed.
- 8) **Bus shelter at Pensthorpe**
  - a) Grant from NCC Parish Partnership: received

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- b) Donation from Pensthorpe Conservation Shop: received
- c) Payment made to Littlethorpe for supply and delivery of Rettendon Style Bus Shelter: £8896.80
- d) Payments for groundworks and installation: £2120.15.
- e) VAT element to be claimed from HMRC.
- f) Add the bus shelter to the Parish Council insurance.

Thank you to Robert Kilbourn for all the hard work and to the Clerk for putting in the application for funding.

- g) **Agreement:** It was agreed to send the lease agreement (a draft has already been seen by Pensthorpe). The location of the bus shelter was identified with what3words Bridges.Texts.Spines. **Advertising / Pictures:** prior approval from the Parish Council.

### Maintenance

- h) Notice Board
  - i) Removal of existing notice board and installation of new one: 28 March at 9 am.

### 9) 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.
- d) The following **payments** were approved:

to whom	cheque no	Amount
Littlethorpe (bus shelter)	100473	£8896.80
Joanna Otte (expenses Feb and March)	100474	£35.60
Joanna Otte (Friends of Little Snoring Primary – newsletter Feb)	100475	£4.04
Walsingham Parish Council (photocopying newsletters March)	100476	£8.08
Robert Kilbourn (groundworks and installation of bus shelter)	100477	£2120.15

### 10) Employment

- a) It was noted that a re-declaration had been made to the Pension Regulator as required.
- b) It was noted 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) It was noted that the Employer's pension contribution will decrease by 0.5% for year beginning April 2023
- d) Amended Standing Order instructions to include the following were approved and signed:
  - i) backdated salary increase for the payments in March
  - ii) decrease in employer's pension contributions for 2023

### 11) Covid-19 and economic crisis support: no applications for hardship grants had been received.

### 12) Environment

- a) Climate Emergency Group: work being done collating information about recycling.
- b) It was noted that if the parish council organised boxes collecting recyclable items it would have to register as a waste collector.

### 13) Correspondence: mail circulated as usual via email

- a) Parish Council election on 4 May 2023. Those who wish to stand were reminded that they need to complete nomination forms which have to be delivered to NNDC office in Cromer between 21 March and 4 April.
- b) The Clerk was asked to send the information to the email list.

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

- a) Digital Voice. BT will be removing analogue telephone lines so there is a very urgent need to have a good mobile signal in the village.
- b) Coronation Events: Village Hall tea party on Sunday 7 May. Monday 8 May people are encouraged to volunteer locally.

### 15) 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. Meeting closed at 8:30 pm