

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN
Tel. 01328 822366 email: Kettlestonepc@googlemail.com
Website: <http://kettlestoneparishcouncil.norfolkparishes.gov.uk/>

To: Trevor Hoad, Robert Kilbourn (Vice-Chair), James Kilpatrick, Barbara Wyvill
And G Ashby (Chair),
cc: Mike Hanins (District Councillor), S Aquarone (County Councillor), SNT Fakenham

You are invited to the **Annual Parish Meeting** on
Monday 15 May 2023 at 7:00 pm in the Village Hall

AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (16 May 2022) to be approved and signed.
3. Reports from village groups
4. Public Participation: Limit to five minutes per person
Chair to close the Annual Parish Meeting

**You are summoned to the Annual Meeting of Kettlestone Parish Council on
Monday 15 May 2023 at 7:00 pm in the Village Hall**

Signed:

Date:.....

AGENDA

Councillors to complete a declaration of acceptance of office

Welcome

- 1) The Chair will ask for nominations for the **Election of Chair**.
 - a) The new Chair will complete a declaration of office form.
- 2) The new Chair will ask for nominations for the **Election of Vice-Chairman**.
- 3) To consider **the co-option** of three people to fill the vacancies on the Parish Council.
 - a) New councillor to will complete a declaration of office.
- 4) **Policies**
 - a) **To note / review** <https://kettlestoneparishcouncil.norfolkparishes.gov.uk/parish-council/policies-and-guidance/>
 - i) Code of Conduct (adopted 2012)
 - ii) Planning Protocol
 - iii) Financial Regulations (January 2014, last reviewed May 2022)
 - iv) Standing Orders (new model adopted May 2018, last reviewed May 2022)
 - v) Annual Risk Management Assessment (updated May 2022)
 - vi) Data Protection Policy (revised policy adopted May 2022)
 - (1) To note that there were no requests nor breaches during the period since May 2022.
 - (2) 'Things to Remember' circulated to all councillors
- 5) **Allocation of responsibilities**
 - a) Planning Advisory Group – all councillors
 - b) Data Protection Working Group
 - c) Monitor of structures: bus shelter, notice board, village sign, seat
 - d) Distribution of newsletter
 - e) Internal account checker
 - f) To appoint an Internal Auditor

KETTLESTONE PARISH COUNCIL

6) Apologies

7) **Declarations of pecuniary interest** by the Councillors in any of the agenda items listed below.

8) **Minutes of the previous Meeting** (20 March) to be approved for signing as a true record.

9) **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) Thank you to Robert and Steve for erecting the new notice board and to Christine for purchasing magnets.

10) 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.

11) Planning

a) Planning **applications** received since the previous meeting.

- i) PF/23/0740: Two storey side extension and erection of detached garage at **Goodwood House The Street**. Link circulated. No objection submitted 15 April.
- ii) PF/23/0777 and LA/23/0778: Insertion of bifold doors and lean-to roof to barn, introduction of enclosed and covered porches to annexe at **The Old Rectory 81 The Street**. Link circulated. No objection submitted 8 May.

b) **Decisions** made by the District Council since the previous meeting.

- i) PF/22/1680: Construction of agricultural storage building and creation of concrete access track (part retrospective) at **Merryweather House Holbrigg Lane**. APPROVED.

12) **Highways and footpaths:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

- a) To note response from Highways officer in respect of the **problems with signage of road closures**: 'Road Closures and their subsequent signage are managed by the utility company responsible for the road works taking place. It is not a legal requirement for them to detail the location of the road closures, and the standard legal signage does not included this. However we do ask that this carried out where possible and additional signage detailing the location is placed on the highway. The amount of sites this is being carried out on is ever increasing.

b) **Items to report:**

c) **Signs for Holbrigg Lane**

13) Accounts and Annual Return

a) To **approve annual accounts**, which have been checked by Robert Kilbourn.

b) To note the **report from the Internal Auditor** Stafford Snell:

c) To approve and sign the Annual Governance and Accountability Return (AGAR):

- i) The **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
- ii) **Accounting Statements** for 2022-23.

d) **Exemption from Limited Assurance Review**. To confirm that the Parish Council has met the relevant criteria for Exemption and to complete the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP).

e) To note that the following documents will be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement) and

KETTLESTONE PARISH COUNCIL

Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.

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

- a) **Balances** as at 31 March: Current account £2190.51; Savings account £1100.10
- b) **Receipts** since 27 Feb: NCC (bus shelter) £4652.90; interest £5.53
- c) **Regular payments** since 27 Feb: salary and on-costs.
- d) **Payments** to approve:

to whom	cheque no	Amount
Joanna Otte (expenses April and May)		£43.65
Walsingham Parish Council (photocopying newsletters April & May)		£16.00
Norfolk Association of Local Councils (annual subs and website fee £70)		£179.41
CPRE (annual subs)		£36.00
AJ Gallagher (insurance premium including new bus shelter)		
Stafford Snell (internal audit)		

- e) To note that the lease agreement for the land for the bus shelter at Pensthorpe has been signed.
 - i) To sign the standing order instruction to payment £1 per annum to Porter and Makins Ltd (£1 immediately and thereafter on 18 January).

f) New signatories

15) Covid-19 and economic crisis support: hardship grants

16) Environment

- a) Climate Emergency Group

17) BT Digital Switchover

18) Correspondence: mail circulated as usual via email

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

20) The next Parish Council Meeting will be on Monday **17 July 2023** at **7:00pm** in the Village Hall.