

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
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Website: <http://kettlestoneparishcouncil.norfolkparishes.gov.uk/>

Present: David Head (joined the meeting following co-option) Trevor Hoad, Robert Kilbourn (Chair),
Barbara Wyvill (Vice-Chair)
And G Ashby (out-going Chair who left after the new Chair had been elected)
and six members of the public

Annual Meeting of Kettlestone Parish Council on Monday 15 May 2023 at 7:30 pm in the Village Hall

MINUTES

Councillors completed a declaration of acceptance of office

- 1) The out-going Chair asked for nominations for the **Election of Chair**. Robert Kilbourn was elected:

Proposed by	T Hoad	Seconded by	B Wyvill	vote	all
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- a) The new Chair completed a declaration of office form.
b) The outgoing Chair was presented with a bouquet and gift card as a thank you from the Parish Councillors and Clerk for the long service she had given to the Council (24 years, 14 as Chair).

- 2) The new Chair asked for nominations for the **Election of Vice-Chairman**. Barbara Wyvill was elected:

Proposed by	R Kilbourn	Seconded by	T Hoad	vote	all
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- 3) It was agreed to **co-opt** David Head to fill one of the three vacancies on the Parish Council:

Proposed by	B Wyvill	Seconded by	T Hoad	vote	all
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- a) The new councillor completed a declaration of office and joined the meeting.

4) Policies

- a) The following policies noted / review and summarised by the Clerk
<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) It was noted that there were no requests nor breaches during the period since May 2022.
(2) 'Things to Remember' had been circulated to all councillors

5) Allocation of responsibilities

- a) Planning Advisory Group – all councillors
b) Data Protection Working Group: Chair and Vice-Chair
c) Monitor of structures: bus shelter, notice board, village sign, seat: T Hoad
d) Editor of newsletter: the Clerk
e) The Clerk would distribute newsletters to volunteers for delivery around the village
f) Internal account checker: R Kilbourn
g) To appoint an Internal Auditor: to be arranged.

- 6) **Apologies** from James Kilpatrick were accepted.

- 7) **Declarations of pecuniary interest** by in any of the agenda items listed below. None.

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- 8) **Minutes of the previous Meeting** (20 March) were approved and signed.
- 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 was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors and police to report. Nothing was raised.
The Chair re-opened 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) The response from Highways officer in respect of the **problems with signage of road closures** was noted: ‘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:** none
- c) **Signs for Holbrigg Lane**
- i) It was agreed to have signs made for the bends on Holbrigg Lane to ask drivers to slow down because of dog walkers and riders. Thank you to Christine and Gill for providing ideas for images and wording.
- 13) **Accounts and Annual Return**
- a) The **annual accounts** which had been checked by R Kilbourn were approved and signed.
- b) The **report from the Internal Auditor** Stafford Snell was noted: *‘I have carried out the Internal Audit for Little Snoring Parish Council as requested. Due to the excellent work carried out by Joanna your clerk, I have found no problems with the Accounts.’*
- c) **Annual Governance and Accountability Return (AGAR):**
- i) **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations – was approved and signed.
- ii) **Accounting Statements** for 2022-23 were approved and signed.
- iii) **Exemption from Limited Assurance Review.**
- (1) The Parish Council confirmed that it had met the relevant criteria for Exemption and the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP) was approved and signed.

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- (2) It was noted 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 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)	100478	£43.65
Walsingham Parish Council (photocopying newsletters April & May)	100479	£16.00
Norfolk Association of Local Councils (annual subs and website fee £70)	100480	£179.41
CPRE (annual subs)	100481	£36.00
AJ Gallagher (insurance premium including new bus shelter)	100482	£405.28
Stafford Snell (internal audit)	100483	£20.00

- e) It was noted that the lease agreement for the land for the bus shelter at Pensthorpe had been signed.
 - i) The standing order instruction to payment £1 per annum to Porter and Makins Ltd (£1 immediately and thereafter on 18 January) was approved and signed.
- f) **New signatories:** it was agreed to add David Head as a signatory

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

16) Environment

- a) Climate Emergency Group: continued to provide article for the monthly newsletter and to put up a display in the Book Exchange Shelter. The current one is about recycling in the area. The Group is considering how to share to information with other parishes. Plans are being made for a Coffee Morning and Clothes Exchange for September. The Group is also looking at the possibility of purchasing an infrared camera (with grant funding) to identify areas of heat loss from properties. They would like to combine this with advice as to how to minimise the heat loss. The Group would welcome new members.

17) BT Digital Switchover (follow up with the County Councillor)

18) Correspondence: mail circulated as usual via email

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

- a) Infrared camera – grant application
- b) How to engage with residents including young people

20) The next Parish Council Meeting will be on Monday **17 July 2023** at **7:30pm** in the Village Hall.

The Chair thanked everyone for attending and closed the meeting at 8:50 pm

Signed.....
Chair

Date.....