

# KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,  
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN  
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Website: <http://kettlestoneparishcouncil.norfolkparishes.gov.uk/>

Present:

David Head, Trevor Hoad, Robert Kilbourn (Chair), James Kilpatrick, Barbara Wyvill (Vice-Chair),  
And one member of the public

**Meeting of Kettlestone Parish Council on  
Monday 20 November 2023 at 7:30 pm in the Village Hall**

## MINUTES

Welcome

- 1) **Apologies** from M (District Councillor), S Aquarone (County Councillor), SNT Fakenham
- 2) **Declarations of pecuniary interest** in any of the agenda items listed below. None.
- 3) **Minutes of the previous Meeting** (25 Sept) to 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. None
- 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 explained that their architect had advised them to notify the Parish Council of plans for possible changes to their listed property prior to submitting the application to the District Council. The Parish Council was pleased to hear about the proposed plans and established that advice had been sought from the Conservation Officer as well as the planning department.
  - Reports from District and County Councillors had been circulated via email.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 & footpaths:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
  - a) Items to report:
    - i) PRoW at between Holbrigg Lane and Langor bridge was waterlogged.
  - b) It was noted with appreciation that the Chair and another volunteer had tidied up the overgrowth at the Langor Bridge junction (and also the crossroad at The Street.
  - c) It was reported that the Norfolk Rivers Trust would be starting work on the Wensum and its tributaries next year to restore flood plans etc to allow cleaner water to flow into the river.
- 8) **Donations.**
  - a) It was resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
  - b) It was agreed to make the following donations: £100 each to Kettlestone Village Hall (for meetings) and Kettlestone PCC (for grass cutting); and £50 to the Air Ambulance.
- 9) **Financial business** to consider payment of invoices and other financial business.
  - a) **Balances** as at 27 Oct: Current account £2,716.85; Savings account £4,113.19
  - b) **Receipts** since 30 Aug: interest £9.93, Precept £2,070.
  - c) **Regular payments** since 30 Aug: rent for land next to Almshouse £1; salary and on-costs.

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Signed: .....  
Chair

Date:.....

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d) The following **payments** were approved:

to whom	cheque no	Amount
Joanna Otte (expenses Oct - Nov)	100453	£23.35
North Norfolk District Council (elections)	100454	£20.03
R Kilbourn (materials for notice board, signs, strimming)	100484	£63.10
Kettlestone Village Hall (donation for meetings and support)	100485	£100.00
Kettlestone PCC (donation for grass cutting)	100486	£100.00
East Anglian Air Ambulance (donation)	100487	£50.00
North Norfolk District Council (emptying dog bins)	100488	£258.96

## 10) Employment

- a) Salary increase for 2023-24: The Local Government Association (LGA) advised the National Association of Local Councils on 6 November that 'Agreement has been reached on the pay award for local government services ('Green Book') employees, covering the period 1 April 2023 to 31 March 2024.' SCP 19: was £14.48 increased to £15.48.
  - i) Back pay for 2023-24 April to November: salary + £104; Annual Salary less employee's pension contribution + £98.28; Employee's pension contribution + £5.72; Employer's pension contribution + £24.44.
  - ii) The instructions to the bank to make the back payments and to change the monthly payments was approved and signed.

## 11) Setting the Budget and Precept for 2024-25

- a) The figures for a draft budget were reviewed.  
Expected bank balance at the end of March 2024 is £4,864 (of which £550 is the Covid hardship grant and the remaining £4,300 is listed as reserved funds).  
Expected expenses for 2024-25 are £4,597
- b) It was agreed to have a balanced budget and not use up reserves.
- c) It was agreed to increase the precept for 2024-25 by £360 (8.7%) to £4,500.
- d) The precept request form for the District Council was completed and signed.

## 12) Ideas for an NNSCF grant:

- a) Infrared camera for detecting heat loss in properties to help identify how to make improvements to home insulation. Approx cost £400. Could also be lent to other villages. More information from Cambridge Carbon Zero.
- b) Approach PCC to see if a joint project for managing the churchyard and / or field would be suitable.
- c) Bench for PRow (Holbrigg Lane – Langor Bridge) for contemplation of the views.

## 13) Environment

- a) Climate Emergency Group: monthly newsletter article.

## 14) Newsletter

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

- a) NNDC are organising a series of sessions across the district that aim to provide an introduction to Town & Country Planning and how Town & Parish Councils can best respond to and get involved with the Town Planning system. This initiative was launched at the Town and Parish Council Forum today with the first session being held on 20 November at The Maltings in Wells. Further sessions in other locations will be arranged during 2024 and 2025.

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

17) The next meeting will be on Monday **15 January 2024 at 7:30pm** in the Village Hall.

Meeting closed at 9 pm

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Signed: .....  
Chair

Date:.....