

KETTLESTONE PARISH COUNCIL

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

To: G Ashby (Chair), C Hipkin, M Hoad, T Hoad, S Hyde, R Kilbourn, (Vice-Chair), B Wyvill
One member of the public join the meeting towards the end due to difficulties with the Zoom link

**Annual Meeting of Kettlestone Parish Council on
Wednesday 5 May 2021 following the Annual Parish Meeting at 7:30 pm**
(in accordance with the corona virus Regulations this meeting was held via Zoom)

MINUTES

Welcome

- 1) The Chair asked for nominations for the **Election of Chair**.

Gill Ashby was re-elected as Chair.

Proposed	CH	Seconded	MH	vote	all
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- a) The Chair completed a declaration of office form.

- 2) The new Chair asked for nominations for the **Election of Vice-Chairman**.

Robert Kilbourn was re-elected as Vice-Chair

Proposed	Seconded	GA		vote	all
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- 3) **The co-option** following two people were co-opted to fill the vacancies on the Parish Council.

Barbara Wyvill and Shane Hyde

Proposed	GA	Seconded	CH	vote	all
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- a) The new councillors completed a declaration of office and were welcomed to the Council.

4) Policies

- a) **The following policies were reviewed and no changes were required**

<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 2019)

iv) Standing Orders (new model adopted May 2018, last reviewed May 2019)

v) Annual Risk Management Assessment (updated May 2021)

vi) Data Protection Policy (revised policy adopted May 2019)

(1) It was noted that there were no requests nor breaches during the period since May 2019

(2) 'Things to Remember' would be circulated to all councillors.

5) Allocation of responsibilities

a) Planning Advisory Group – all councillors.

b) Data Protection Working Group: G Ashby, R Kilbourn and C Hipkin.

c) Monitor of structures: bus shelter, notice board, village sign, seat: M Hoad and T Hoad.

d) Distribution of newsletter: organised by G Ashby.

e) Internal account checker: R Kilbourn.

f) Internal Auditor confirmed as Stafford Snell.

g) Trustee for Village Hall Committee nominated: T Hoad.

h) Trustee for Kettlestone Charities nominated: John Waterston.

6) Apologies from V FitzPatrick (District Councillor), S Aquarone (County Councillor)

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

8) **Minutes of the previous Meeting** (15 March) were 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.
None.

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. None present.
The Chair re-opened the meeting.

11) Planning

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

- i) PF/21/0522: Retention of cabin (retrospective) at **Land South East Of Kettlestone House Holt Road**. Link circulated. The following comment was submitted on 13 April:
Kettlestone Parish Council does not object to this application for retention of a log cabin, providing that: (1) the cabin is not used for residential purposes; (2) planning permission is granted for a limited time only (temporary planning permission). Additional comment submitted 19 April: Having read the Landscape officers comments, Kettlestone Parish Council is disappointed at the misleading description of the site in this application. The Parish Council wishes to emphasise that it would certainly not accept measures in any way detrimental to wildlife or increasing light pollution.
- ii) PF/21/0875: External alterations to barn (with extant permission for change of use to a dwelling), including installation of flue, photovoltaic panels and timber cladding at **Merryweather House Holbrigg Lane**. Link circulated. The following comment was submitted on 28 April: Kettlestone Parish Council objects to this application for the following reasons: 1. the presence of bats; 2. the installation of a wood burner which has known pollution and health risks and suggests that alternative arrangements are put in place such as an air-source heat pump which is less detrimental to the environment and to health.
- iii) PF/21/0886: First floor extension over existing single storey side extension at **6 Pensthorpe Hall Cottages Fakenham Road Pensthorpe**. Link circulated. No objection submitted on 28 April.
- iv) PF/21/0977: Alterations to conservatory including replacement roof and installation of timber cladding; two roof lights and folding balcony roof window to front elevation; detached garage to front of dwelling at **The Hawthorns 120A The Street**. Link circulated. It was agreed that there were serious concerns in respect of potential privacy issues due to the installation of the velux balcony.

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

c) **Withdrawn applications**

- i) PF/18/1460: Erection of 1No. additional duck rearing unit and 1No. straw barn at Clipstone Farm House. WITHDRAWN

12) Highways and footpaths:

a) **Items to report.** Nothing

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b) Update on items previously reported

- i) Flooding at the pond crossroads. It was noted that Highways had cleared out and repaired the ditches, erected wooden bollards near the junction and resurfaced in places along the road.
- ii) Damage to Green Lane as a consequence of the Anglian Water closure of the A148 at the Green Man. It was noted that Highways had requested that Anglian Water make good the verges. A request has also been put forward via the County Councillor for the verges to be reseeded with early and late blossoming wild flowers. The Highways department has confirmed that work to repair damage has been completed and no further work would be done.

13) Suggestion to re-seed the verges on **Green Lane** with early and late nectar producing flower.

- a) A resident has offered to assist the Parish Council with seeding the verges with early and late nectar-bearing wild flowers to support insects and wildlife. The major cost would be machinery to prepare the verges (possibly in the region of £250).
- b) It was agreed that this would be a good project to pursue: work to be done in the autumn.
- c) It was noted that the Clerk had put in a request to BT Openreach for a map showing the cabling down Green Lane.

14) Accounts and Annual Return

- a) The **annual accounts**, which had been checked by Robert Kilbourn, were approved.
- b) The **report from the Internal Auditor** Stafford Snell was noted: *'I have carried out the Internal Audit of Kettlestone Parish Council Accounts for the Financial year 2020-21 as requested. Owing to the present situation it has been carried out online. This was only possible due to the excellent Parish Council website set out by Joann and her sending me other documents as requested. As usual I have found no problems with the accounts. The audit trail is easy to follow and all other documentation is in order. Kettlestone Parish Council has a very impressive list of Policies.'*
- c) To approve and sign the Annual Governance and Accountability Return (AGAR):
 - i) The **Annual Governance Statement** was approved for signing.
 - ii) The **Accounting Statements** for 2020-21 were approved for signing.
- d) **Exemption from Limited Assurance Review.** The Parish Council confirmed that it has met the relevant criteria for Exemption. The Certificate of Exemption was approved for signing. This will be sent to the appointed External Auditor PKF Littlejohn LLP.
- e) It was noted that the following documents would 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.

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

- a) Balances as at 31 March 2021: Current account £1,206.34; Savings account £5,289.26
- b) Receipts since previous statement: 13p interest
- c) Regular payments since previous statement: salary and on-costs.
- d) The following **payments** were approved:

to whom	cheque no	Amount
J Otte (expenses including newsletter for April and May)	100430	£26.59
Norfolk Association of Local Councils (annual subs including website hosting)	100431	£130.70
CPRE (annual membership)	100432	£36.00
Stafford Snell (internal audit)	100433	£20.00
Came and Company (insurance premium)	100434	£340.64

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16) Covid-19 support

- a) Hardship Grants: no applications

17) Environment

- a) Despite Covid, the **Litter Picking** has not been neglected thanks to help from a couple of boys who are doing litter picking (with their parents) as part of their D of E Thank you to them, the litter warden and other local residents (and those from neighbouring villages) who have also carried out litter picks.
- b) **Climate Emergency Group**: B Wyvill reported that the group had not been able to meet or to hold the exhibition which had been mooted for last year. However, she was working on setting up an online exhibition.

18) Maintenance

- a) Village Sign: has been re-erected. Thanks to all to those who helped in the refurbishment and re-erection.
- b) Bus shelter and Book Swap
 - i) Quotes replacement with concrete base, raised opening, shelves and front protection panels:
 - (1) Wards: £1850 + VAT
 - (2) James Case: £1850 + roofing option: standard heavy duty felt £30; Coroline corrugated bitumen £60; green box tin £100.
- c) Kettlestone Almshouse Charity Trust has agreed to allow the bus shelter to be replaced this time with a concrete base. The Trustees would like to put into effect a **lease agreement** (previously discussed many years ago), on a year-by-year basis with a nominal rent of £1 per annum payable by standing order on 11 October. This lease would also provide the necessary evidence required by the Sustainable Communities Grant. It was agreed to accept the lease with the annual rent of £1. The Clerk and the Vice-Chair would sign it (as the Clerk and the Chair are both associated with the Charity Trust).
- d) It was agreed to submit an **application for funding to NNDC Sustainable Communities Grant** (deadline 10 May).

19) Correspondence (circulated via email)

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

- a) Bus shelters at Pensthorpe (Parish Partnership Scheme)

21) Next Meeting of the Parish Council on Monday **19 July 2021** at 7:30pm in the Village Hall (virtual meetings will no longer be permissible).

meeting closed at 9:10 pm