

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
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To: G Ashby (Chair), C Hipkin, M Hoad, T Hoad, S Hyde, R Kilbourn, (Vice-Chair), B Wyvill
cc: V FitzPatrick (District Councillor), S Aquarone (County Councillor), SNT Fakenham

**You are summoned to a Meeting of Kettlestone Parish Council on
Monday 21 March 2022 at 7:00 pm in the Village Hall**

Signed:

Date:.....

AGENDA

Welcome

1) Apologies

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

3) **Minutes of the previous Meeting** (15 November, meeting in January was cancelled) to be approved for signing as a true record.

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) To note thanks for donations have been received from: East Anglian Air Ambulance (including donation for CPR training), and the PCC for the money towards the grass cutting.

5) 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.

6) Planning

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

i) NP/21/3095: Prior notification proposed balanced cut and fill earth moving operations to create an irrigation reservoir for the purposes of agriculture at **Manor Farm Barns The Street**.

ii) PF/21/3219: Side and rear extensions to dwelling, extension to outbuilding; swimming pool at **Kettlestone House Holt Road**. Link circulated. The following comment was submitted on 31 December: Kettlestone Parish Council has no objection to this application, but would like the following points to be included in the decision-making process. 1. All exterior lighting should use movement-activated down lighting units (to comply with Dark Skies recommendations). 2. As the excavation for the swimming pool will be of some depth it is requested that due regard be given to possible archaeological findings given the rich archaeology discovered relatively close by.

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

i) PF/21/2810: Change of use from agricultural to amenity land and the construction of a new tennis court. at **Merryweather House Holbrigg Lane**. APPROVED.

ii) PF/21/1174 & LA/21/1175: Change of use of barn from gallery to provide extension to dwelling (The Old Barn Farmhouse); erection of single storey extension to link barn and existing dwelling and internal and external works to facilitate conversion of barn from gallery to extension to existing dwelling (The Old Barn Farmhouse) at **The Old Barn Farmhouse 45 The Street**. APPROVED.

iii) NP/21/3095: Prior notification proposed balanced cut and fill earth moving operations to create an irrigation reservoir for the purposes of agriculture at **Manor Farm Barns The Street**. PRIOR APPROVAL IS REQUIRED.

iv) PF/20/2432: Conversion and alteration of barns to form 4 units for light industrial/mixed commercial use at **White House Farm Fakenham Road Pensthorpe**. APPROVED

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7) Highways and footpaths

- a) Items to report:

8) Parish Partnership Scheme (deadline 10 Dec 2021)

- a) Application for two bus shelters at Pensthorpe for people waiting for buses going to Norwich or Fakenham was submitted to the Parish Partnership Scheme in December. Pensthorpe Nature Park would pay the Parish's 50% contribution and be involved in the installation. Total cost of project including traffic control: £15,100 + VAT.

9) Employment

- a) Salary increase for 2021-22: The Local Government Association (LGA) advised the National Association of Local Councils on 1 March that 'Agreement has been reached on the pay award for local government services ('Green Book') employees, covering the period 1 April 2021 to 31 March 2022.' SCP 19: was £13.21 increased to £13.48.
- b) Back pay for 2021-22: Annual Salary + £42.12; Employee's pension contribution + £2.32; Employer's pension contribution + £9.90.
- c) To note that the employer's contribution to the pension increases by 0.5% for 2022-23.
- d) To confirm and sign instructions to the bank to make the necessary changes in monthly payments.

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

- a) **Balances** as at 25 Feb: Current account £1296.68; Savings account £5,089.65
- b) **Receipts** since 29 Oct; interest 13p
- c) **Regular payments** since 29 Oct: salary and on-costs, ICO £35.
- d) **Payments** to approve:

to whom	cheque no	Amount
G Ashby (for defib battery	100447	£286.80
J Otte (expenses including newsletter for Dec, Jan, Feb, Mar, and paper for newsletter)	100448	£105.33

11) Covid-19 support: hardship Grants

12) Community Memorial Token

- a) The Covid Plaque was presented by the Deputy Lieutenant Patrick Peal at the Sunday Breakfast on 27 November. The Plaque to be installed in the Bus Shelter / Book Exchange.

13) Community Resilience

14) Environment

- a) Climate Emergency Group
- b) Environmental initiatives

15) Maintenance

- a) Book Swap & Solar lighting
- b) Dog bin on Holbrigg Lane needs to be reset.

16) Correspondence (circulated via email)

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

18) Next Meeting (Annual Parish Meeting & Annual Meeting of the Parish Council) on Monday **16 May 2022** at **7:00pm** in the Village Hall.

- a) **Meeting in July: change date:** either 2 weeks earlier Monday 4 July; or a week later to Monday 25 July.