

KETTLESTONE PARISH COUNCIL

Clerk: Mrs Joanna Otte,
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To:

David Head, Trevor Hoad, Robert Kilbourn (Chair), James Kilpatrick, Barbara Wyvill (Vice-Chair),
cc: Mike Hankins (District Councillor), S Aquarone (County Councillor), SNT Fakenham

You are invited to the **Annual Parish Meeting** on
Monday 20 May 2024 at 7:30 pm in the Village Hall

AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (15 May 2023) 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 20 May 2024** following the Annual Parish Meeting

Signed:

Date:.....

AGENDA

Welcome

- 1) The Chair will ask for nominations for the **Election of Chair** for the year.
 - a) The new Chair will complete a declaration of office form.
- 2) The new Chair will ask for nominations for the **Election of Vice-Chair**.
- 3) To consider **the co-option** of two people to fill the vacancies on the Parish Council.
 - a) New councillors to 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) Planning Protocol
 - iv) Code of Conduct (adopted 2012)
 - v) Transparency Code for Smaller Authorities (came into effect April 2015)
 - vi) **Standing Orders** (new model standing orders to be adopted including an update to the procurements and contracts – circulated in advance via email.
 - vii) **Financial Regulations** (amended to update the reference to Public Contracts Regulations 2015 and Utilities Contracts 2016 (both previously January 2006).
 - viii) **Annual Risk Management Assessment** (updated May 2024) to include recommendations from the internal auditor.
 - ix) Data Protection Policy (last reviewed May 2023)
 - (1) To note that there were no requests nor breaches during the period since May 2023.
 - (2) 'Things to Remember' circulated to all councillors

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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) Internal Auditor – Di Dann

6) Apologies

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

8) **Minutes of the previous Meeting** (18 March) to be 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.

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/24/0600 & LA/24/0601: Part demolition of lean to extension and erection of a two storey extension to the rear, installation of dormer window to the rear roof slope, re-roofing of conservatory, replacement of window on west elevation with doors and internal alterations at **Old Church House 83 The Street**. Links circulated. No objection submitted 15 April 2024.
- b) **Decisions** made by the District Council since the previous meeting.

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

- a) Items to report:

13) Accounts and Annual Return

- a) To **approve annual accounts**, which have been checked by Robert Kilbourn.
 - i. To note the **report from the Internal Auditor** Di Dann: I have completed an internal audit of the accounts for Little Snoring Council for the year ending 31 March 2024. My findings are detailed below using the tests provided in the Governance and Accountability (England) March 2023. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.' Summary of recommendations:
 - (1) **Year End Balance** is carefully detailed with a full breakdown of earmarked reserves which includes a significant contingency fund. (Likely total at 31 March 2024 £5250) with little working balance / General Reserve. Note – it is more usual to hold a good level of money as a working balance – money sufficient for the first 6 months of the year. Any unspent contingency money needs to be treated as working balance at the year end. Good practice to include a contingency sum in the budget.
 - (2) **Asset Register.** Transparency rules require a Council to advertise land and property on its website. If the asset register is included on the website this then satisfies those rules.
 - (3) **Employers Role.** The Council to note that advice given within Governance & Accountability 2014 Item 5.4: 'Authorities with any employees are, definition, employers and are required to apply Payas You Earn (PAYE). PAYE taxes and employee and

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employer National Insurance contributions (NIC) should be calculated and recorded for every employee. Deductions should be paid to HMRC on or before the date prescribed'. It is noted that the Clerk pays her own PAYE. Employees are entitled to receive payslips. Salaries and deductions should be calculated through HMRC RTI and evidence recorded. This is an onerous task for a small council but can be outsourced at a competitive price (contact NPTS for service providers). The above explains why I have been unable to tick the 'YES' Box for Item G on the IA Report Page 4.'

- b) 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 2023-24.
- c) **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).
- d) 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 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 29 April: Current account £558.00; Savings account £4,000.00
- b) **Receipts** since 28 Feb: interest £15.44.
- c) **Regular payments** since 28 Feb: salary and on-costs.
- d) **Payments** to approve:

to whom	cheque no	Amount
Joanna Otte (expenses Apr-May)	100492	£35.12
AJ Gallagher Insurance (annual premium)	100493	£414.12
Mrs D Dann (internal audit)	100494	£35.00
Norfolk Association of Local Councils (annual subs £115.61 and website hosting £70)	100495	£185.61

- a) **Membership of CPRE:** set up DD of £36 or new rate of £60 (or other amount)

2) **Environment**

- a) Climate Emergency Group

3) **Newsletter**

4) **Correspondence:** mail circulated as usual via email

- a) Information from NNDClr Hankins: The Independent Networks Cooperative Association (INCA) is aware of increased scrutiny regarding the installation of new telegraph poles in communities across the country. INCA has developed a briefing note regarding the concern:

... existing internet provisions provided by copper networks are being phased out, meaning that it is essential that new infrastructure is built and made available to communities up and down the country.

Put simply, every property in the UK needs to have a new fibre-optic cable installed into it as soon as possible, hence why you may have seen new telegraph poles being built in your communities – network providers are working at pace to deliver faster broadband for residents and businesses.

Whilst the use of existing infrastructure is preferred, sometimes it is not possible to do so – sometimes the existing infrastructure is not available, is damaged or existing regulations make it impossible to use. In such scenarios, the least disruptive option is often to install a new pole from which the new fibre-optic cables can be attached to surrounding properties. The alternative to this is to dig and for infrastructure to be built underground. Whilst this may appear at the outset to be preferable, it is not often understood

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that this process is slower, more expensive and would involve digging up streets, causing disruption within the community, as well as digging up residents' driveways and gardens to connect properties...

Contact liam.sheanon@inca.coop or visit www.inca.coop for more information.

- b) To note that Sennowe Park are starting a consultation process regarding their summer event on the weekend of 16 – 18 August: music performances 12:00 – 4:00 (live music curfew 23:59). They are working with the Safety Advisory Group. Online meeting on Wed 15 May to outline plans and open the floor to questions. Email residentconsultation@fieldmaneuvers.com to request a link to the online meeting platform. A 24hr phone line will be staffed from 15th - 21st (07903 783289) or email info@fieldmaneuvers.com during the live event.

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

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