

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 **Wednesday 21 May 2025** at 7:30 pm in the Village Hall

AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (20 May 2024) 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
Wednesday 21 May 2025** following the Annual Parish Meeting (at 7:30 pm) in the Village Hall

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) Code of Conduct (adopted 2012)
 - iv) Transparency Code for Smaller Authorities (came into effect April 2015)
 - v) **Standing Orders** (new model standing orders to be adopted including an update to the procurements and contracts).
 - vi) **Financial Regulations** (new model to be adopted including an update to the procurements and contracts).
 - vii) **Annual Risk Management Assessment** (updated May 2025) to include recommendations from the internal auditor.
 - viii) Data Protection Policy (last reviewed May 2024)
 - (1) To note that there were no requests nor breaches during the period since May 2024.
 - (2) 'Things to Remember' 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
 - d) Distribution of newsletter
 - e) Internal account checker
 - f) Internal Auditor – Di Dann

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6) Apologies

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

8) **Minutes of the previous Meeting** (17 May) 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) **Highways & footpaths:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

a) Items to report:

12) Planning

a) Planning **applications** received since the previous meeting. None.

b) **Decisions** made by the District Council since the previous meeting. None.

c) **Withdrawn**

- i) PF/25/0131 and LA/25/0363: Erection of two storey extension to the rear of the existing dwelling, together with an additional dormer window on the rear main roof slope. Alongside the modification of the modern kitchen extension on the west elevation (and internal and external modifications) at **Old Church House 83 The Street**. WITHDRAWN.

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 2025. 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:

- a. **Cash Book:** It was noted that an unbanked cheque payment of £50 (from 2023/24) was debited from the Cash Book during 2024/25. Note - the way to deal with this is to "restate" the opening balance AGAR Accounting Statement Box 1 at 1st April 2024, and initial the amendment. A brief explanation would then be included on the Variations Form.....note.
- b. **Relevant to Transparency:** FOI Publication Scheme - At next review include adopted policies in Class 5 of the Publication Scheme - Safeguarding; Discipline and Grievance Policies; Complaints Policy; Data Protection Policy; Planning Protocol; Bio Diversity Policy.
- c. **Assets** - The Council is custodian of the Bus Shelter land. Include this land on the Asset Register to comply with Transparency rules.
- d. **Financial Regulations:** The New Procurement Act & Regulations will require changes to Standing Orders / Financial Regulations at the next review. The new Procurement Act came into force in February 2025. This means references to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 (now both repealed) should be replaced with the Procurement Act 2023 and the Procurement Regulations 2024. Also, the previous requirement for open initiations for contracts over £30,000 including VAT must have been advertised on Contracts Finder – this has been replaced with a need to advertise on the Find a Tender website. For contracts exceeding £30,000 plus VAT where the contract is not being advertised but instead selected contractors are

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asked to quote or tender, there is no requirement to publish the details on Find a Tender, although the contract award notice would still need to be posted once awarded.

- 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 2024-25.
- 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 £1467.32; Savings account £3,059.58.
- b) **Receipts** since 1 March: interest £14.31
- c) **Regular payments** since 1 March: salary and on-costs.
- d) **Payments** to approve:

to whom	cheque no	Amount
Joanna Otte (expenses April and May)		£47.62
Mrs D Dann (internal audit)		£40.00
AJ Gallagher (insurance premium)		

15) **Environment**

- a) Biodiversity Action Plan
- b) Climate and Environment Group

16) **How to engage with parishioners?**

17) **Newsletter**

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

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

20) The next meeting will be on Monday **21 July 2025** at **7:30 pm** in the Village Hall.