

KETTLESTONE PARISH COUNCIL

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

To:

David Head, Trevor Hoad, Robert Kilbourn (Vice-Chair), James Kilpatrick (Chair), Tony Willock, Barbara Wyvill

cc: Mike Hankins (District Councillor), Steff Aquarone (County Councillor), SNT Fakenham

You are summoned to a Meeting of Kettlestone Parish Council on

Monday 16 March 2026 at 7:30 pm in the Village Hall

Signed:

Date:.....

AGENDA

Welcome

1) Apologies

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

3) **Minutes of the previous Meeting** on 17 November (meeting in January was cancelled) to be 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.

a) To note a letter has been received from the Air Ambulance with thanks for the donation.

b) To note that signage has been erected on the approach to White House Barns which should help to alert drivers to the turning opposite the entrance to Pensthorpe Nature Park.

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

a) Items to report:

7) Planning

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

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

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

a) **Balances** as at 27 February: Current account £1160.09; Savings account £4101.76

b) **Receipts** since 30 October: £13.6 interest;

c) **Regular payments** since 30 Oct: £47 annual fee to ICO; salary & on-costs.

d) **Payments** to approve:

to whom	cheque no	Amount
Joanna Otte (expenses Dec - Mar)	100521	£85.67

e) To note that the Employer's contribution rate to the **Norfolk Pension Fund** is being lowered to 19.5% (from 22.5%) from 1 April 2026. To approve and sign the amendment to the standing order instruction for Barclays.

9) Policy to adopt

a) IT Policy

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10) **Gov.uk email** and website

- a) To note that the Parish Council now has gov.uk email addresses for the clerk and councillors and the website address has been changed to <https://kettlestoneparishcouncil.gov.uk/>

11) **Environment**

- a) To note that a survey was completed for the Norfolk Ponds Project ‘**A Pond for Every Parish**’ to provide data for a funding application. If the application is successful, the Norfolk Ponds Project will be in touch to progress the project if not they will continue to pursue alternative funding opportunities to support pond conservation.
 - i) For clarification: The pond on the corner of The Street / Little Snoring Road is owned by the people in the neighbouring barn conversion. It is part of the system for managing run-off from the Highway. Kettlestone Common is owned by Kettlestone Charities and leased to Porter and Makins of Pensthorpe.
- b) Biodiversity Action Plan
- c) Climate and Environment Group

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

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

14) The next meeting (Annual Parish Meeting and Annual Meeting of the Parish Council) will be on Monday **18 May 2026** at **7:30 pm** in the Village Hall.