KETTLESTONE PARISH COUNCIL

Clerk: Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN
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To: David Head, Trevor Hoad, Robert Kilbourn (Vice-Chair), James Kilpatrick (Chair), Robert Nicol, Tony Willock, and Barbara Wyvill
Cc: Mike Hankins (District Councillor), Victoria Holliday (County Councillor), SNT Fakenham

You are summoned to a Meeting of Kettlestone Parish Council on
Monday 16 November 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 21 September 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.

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:

   b) To consider if there are any highway improvements to apply for 50% funding through the **Parish Partnership Scheme** (deadline 1 December) (information circulated).

   c) Bus shelter Grant Fund for 2026-27 (information circulated).

7) **Mobile Phone Signal**

8) **Planning**
   a) Planning **applications** received since the previous meeting.
   b) **Decisions** made by the District Council since the previous meeting.
      i) PF/26/1239: Refurbishment of existing Flamingo and Stork enclosures at nature park, including new/upgraded walkways, hides and associated development at **Pensthorpe Natural Park**. APPROVED.

9) **Donations**.
   a) To resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. To note donations last year: £100 the PCC (towards grass cutting); and £50 each to the Air Ambulance and Citizens Advice (although the latter was returned as they no longer have a local office).
   b) To decide on donations for this year.

10) **Financial business** to consider payment of invoices and other financial business.
   a) Receipts since 29 August: £10.02 interest; £2400 Precept.
   b) Regular payments since 29 August; £1 land rent; salary & on-costs.

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c) **Balances** as at 29 October: Current account £1093.35; Savings account £5136.50

d) **Payments** to approve:

to whom	Amount
Joanna Otte (expenses Oct-Nov)	£36.08

11) **To consider and set the Budget and Precept for 2027-28**

a) To review the figures including budget comparison (attached).

Expected bank balance at the end of March 2027 is **£4,525** (of which £550 is the Covid hardship grant and the remaining £4,300 is listed as reserved funds).

Expected **expenses** for 2027-28 are **£6,002** this includes £1000 towards the defibrillator.

b) To determine whether or not there are any other likely calls on planned expenditure.

c) Propose to increase the precept by £1000 (an increase of 20%) to **£5,800**.

d) To agree the precept for 2027-28 and complete the necessary form.

12) To confirm Internal Auditor

a) Di Dann has quoted £40 (plus travel expenses if required) to carry out the Internal Audit for 2027/28. In line with the new regulations within 'Governance and Accountability March 2025' she provides evidence which supports her competency: retired member of Society of Local Council Clerks, partner in Norfolk Parish Training and Support, retired Parish and Town Clerk, CiLCA, FiLCA and PiALC qualified and she is independent from the Parish Council.

13) **Defibrillator**

14) **Environment**

a) Biodiversity

b) Anglian Water – response to letter from Chair.

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

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

17) The next meeting will be on Monday **18 January 2027** at **7:30 pm** in the Village Hall