



HIGH KELLING PARISH COUNCIL

48 Christophers Close, Cromer, NR27 0GA
Locum Parish Clerk/RFO: Gemma Harrison Tel: 07812384889
e-mail: clerk@highkellingparishcouncil.gov.uk

Dear Councillors,

You are summoned to attend the Annual Parish Council Meeting of High Kelling Parish Council which follows the Annual Parish Meeting on **Tuesday 19th May** at 7pm at High Kelling Village Hall, 15 Avenue Road, High Kelling, NR25 6RD

Gemma Harrison
Locum Parish Clerk/RFO

11th May 2026

AGENDA

ANNUAL PARISH COUNCIL MEETING

1. Administrative:

- a. Election of Chairman for the following year. Chairman to sign declaration of office.
- b. Election of Vice- Chairman for the following year. Vice Chairman to sign declaration of office.
- c. To receive declarations of Interest and requests for dispensations by councillors in any of the agenda items listed.
- d. Minutes of the Parish Council meeting held on 24th March 2026 to be approved.
- e. Matters Arising on the Minutes (for information only and not included on the agenda).
 - **Feedback from the litter pick which took place on 29th March.**

2. Co-Option

- a. To vote to co-opt a new Councillor to fill a vacancy created by the resignation of a previous Cllr. Any resident interested in becoming a High Kelling Parish Councillor can put themselves forward for consideration by the Council.

3. To adjourn the meeting for Public Participation and to receive external reports.

- b. To receive the crime report from the Police and permit members of the public to raise matters relating to High Kelling.
- c. To receive reports from the District and County Councillors and permit members of the public to raise matters relating to High Kelling.
- d. **Public participation. – maximum 15 minutes.**

4. Planning

- a. To *receive and consider* any **planning applications**.
- b. To *receive* any update from the clerk on planning decisions received since the last meeting.
- c. To receive an update on PP/26/0186 Land off of Heathfield Road.

5. Items for decision/discussion by the Parish Council:

- a. General Power of Competence – To adopt GPC for 26/27.

- b. To consider and agree the internal auditor for 26/27 accounts and to appoint the Internal Control Officer for 26/27.
- c. Feedback from Highways Site Visit including;
 - Parish Partnership Scheme – Trod
 - Flyposting
 - Moving the 30mph sign and associated costs to HKPC
 - Bridge Road Village Gates
- d. Lights for the Church Noticeboard
- e. Church Summer Event – to discuss making a financial contribution toward the event.
- f. To adopt the new Data Protection Policy, FOI Publication Scheme, HKPC Privacy Statement and Record Management Policy.
- g. To receive the latest SAM2 data.
- h. To receive an update on the Digital Switch Over and possible implications for residents.
- i. To discuss the footways on Pineheath Road.
- j. To discuss whether to order the Keep Britain Tidy Dog Fouling Signage as per the email circulated to Cllrs.

6. Transport and Representative Feedback

Members to report on any meeting they have attended as a **Representatives** of the Parish Council as follows:

- a. High Kelling Village Hall Committee
- b. Community Speedwatch
- c. SNAP
- d. Holt Area Patients Participation Group

7. Finance

- a. *To receive & consider the **Accounts to be paid** to date since the last meeting:*

NALC Invoice – Annual Subscription – Invoice 2935	£192.28
Cheverton Printers – Invoice 59816	£220.00
Cheverton Printers – Invoice 59569	£220.00
Cheverton Printers – Invoice 59691	£245.00
Clerk Salary – April £232.92 and May £TBC	£TBC
HMRC – April £55.80 and May £TBC	£108
Internal Audit Fee	£40
Zurich Insurance Annual Fee (last year was £447.11)	£562.25
High Kelling Village Hall Invoice 1989	£128.00
Grass Cutting	TBC
SAM2 Maintenance (£166) and Bus Stop Signage (£75)	£241
NNDC – Dog Bins	£780.00

- b. *To receive and consider any further **Late Invoices** (received after publication of this agenda).*
- c. *To receive payments, receipts, and bank reconciliation since the last meeting.*
- d. *To receive the report from the Internal Audit.*
- e. *To approve Section 1 of the AGAR statement.*
- f. *To approve Section 2 of the AGAR Statement.*
- g. *To approve and note the Notice of Public Rights.*
- h. *To agree a review of the Asset Register.*
- i. *To review the Budget for 26/27*

8. CORRESPONDENCE

Clerk to report to the meeting any correspondence received.

9. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss item below which is a confidential personnel matter.

9.1 To agree to adopt the recent staff appraisal report, as circulated prior to the meeting.

Next scheduled Full Council Meeting

Tuesday 21st July at 7pm at High Kelling Village Hall