

HIGH KELLING PARISH COUNCIL

Minutes of the HIGH KELLING PARISH COUNCIL MEETING on Tuesday 16th September 2025 at 7pm at High Kelling Village Hall.

Attendees: Cllr Maureen Pearman (Vice-Chairman), Cllr David Carter, Cllr Philip Fejer, Cllr Duncan Henderson, Cllr Martin Parkes-Rolfe and Parish Clerk Gemma Harrison.

8 Members of the public present.

County Cllr Eric Vardy, District Cllr Connor Rouse and District Cllr Callum Ringer were also present.

1. Administrative:

- a. Apologies were received from Cllr Peter Rutherford and Cllr Susan Rutherford due to illness. Cllrs wished both a speedy recovery. Apologies were also received from Cllr Jan Kemp. All apologies were accepted.
- b. Apologies were also received from District Cllr Martin Batey.
- c. It was noted that Sally Monkman has stepped down from the role as Parish Cllr. The Parish Council wishes to extend their thanks for all of Sally's hard work and commitment during her time as Cllr.
- d. Cllr Pearman introduced herself and led the introductions around the table. In particular introducing two guests, NCC Officers Alexander Cliff and Timothy Young.
- e. There were no declarations of Interest or requests for dispensations by councillors in any of the agenda items listed.
- f. The minutes of the Parish Council Meeting held on 15th July 2025 were circulated prior to the meeting. The minutes were PROPOSED by Cllr Fejer as accurate and correct and SECONDED by Cllr Henderson and AGREED by all. The minutes were signed by Cllr Pearman.
- g. Matters Arising on the Minutes (for information only and not included on the agenda).
 - The Clerk went through the actions of the previous meeting, it was noted that the highway pole still needed to be installed on Pineheath Road.
 - Information board – Cllr Carter gave an update on the board. A map was provided; it was agreed that the history of the village would be incorporated around the board. It was noted that Cllr Fejer will take over the project in Cllr Carter's absence. The map will be installed in three locations by the church, post office and village hall.

2. Reports

- a. County Council Report – Cllr Eric Vardy gave his report. The council was updated on devolution and LGR. Cllr Vardy introduced Alexander Cliff and Timothy Young from the NCC Highway Innovations department. Both officers stated that they had carried out a speed survey in May/June using automatic traffic counters, these record the volume and speed of traffic. A full week of survey data has been collected. A Second survey was a camera-based survey, looking at pedestrian activity to establish desire lines (potential crossing points) The data along with the Coroners Report (from the tragic accident last Christmas) will be used to determine what action is taken for any road improvements. The team undertook a second survey in July and are working through the latest results. Cllr Fejer stated that decisions are being made in the absence of this data and gave the example of the Pineheath Care Home Planning application. Cllr Ringer stated there should be meaningful changes to take place and asked officers if there was a short-term solution which could be implemented now that we are heading into winter. Cllr David Carter asked why the Pineheath care home application went through without objection from NCC. The Officers replied that they had sought £20,000 in S106 money to look at a potential crossing, although they admitted it wouldn't be enough to fund a signalised crossing. Cllr Rouse asked highways whether they are considering the Lidl planning application and the impact the additional traffic will have on this stretch of road, it was confirmed that they were. Cllr Pearman stated that the camera evidence gathered won't pick many pedestrian movements as many residents are scared to walk along the A148 due to speeding concerns. The officers stated that they don't just rely on NCC funding and have been very successful in bidding for external funds including travel funding. They are still building their evidence base and will issue a full response in due course.

Cllr Callum Ringer left the meeting at 19.35.

- b. It was AGREED that the Clerk will share the HKPC SAM2 data and the Community Speed watch Team will share their data with the NCC officers, they will also get in touch with the Police to better understand what evidence they have collected.

- c. The Clerk read the Police Report, and it was noted that the Roads Armed Policing Team were also carrying out speed monitoring on this stretch of road.

Cllr Eric Vardy, Cllr Rouse and the two NCC officers left the meeting at 19.42

Public Participation

- A member of the public stated that we are 9 months in from the tragic accident and residents need to know what is going on. Whilst the resident understood the inquest has not taken place the problem is still here and needs addressing.
- A member of the public stated there is a speeding issue and has written to the MP raising their concerns. It was noted that the member of public has been hit by a wing mirror whilst walking along the footway to the A148. Similar incidents and near misses are a regular occurrence. It was noted that the pavements are narrow and overgrown which doesn't help. Clerk to report the overgrown pavements to NCC. GH
- Residents stated that nothing seems to be happening. Request for information to be shared more widely in the village. It was noted that the two white lines still hadn't been removed as previously requested.
- A resident suggested that the public could raise funds to support the installation of a fixed speed camera or similar.
- A resident suggested that all residents living on the A148 should put lights on their gates to help light up the main road. The Parish Council stated that they would use the Chronicle to continue to engage with residents and provide updates on the A148.

3. Co-option

a) Martin Parkes- Rolfe was put forward for co-option, he was PROPOSED by Cllr Fejer and SECONDED by Cllr Carter and AGREED by all. Cllr Parkes- Rolfe signed the officer of declaration and was given his declaration of interest form by the clerk to fill in.

4. Items for decision/ discussion by the Parish Council

- a) Cllr Pearman gave an update from the recent meeting. Notes from the meeting can be seen at Appendix A. A meeting is being arranged with Highways to look at the new Parish Partnership Grant. GH
- b) SAM2 data was shared with the Parish Council. Clerk to pull out the data count vs speeding and share with NCC and Police. GH

- c) Proposed improvements A148 was covered earlier in the meeting. It was agreed to keep pushing for a fixed speed camera and to approach the PCC for an update. It was noted that Hillington have been successful in getting a fixed speed camera, Cllrs were keen to understand the criteria needed.
- d) The works on Bridge Road funded through the Parish Partnership Grant Fund will be completed before the end of the year.
- e) It was noted that the Parish Council still carries Cllr Vacancies and as such we need to advertise in the Chronicle and approach residents to see if anyone would be interested in joining the PC. ALL

5. Planning

- a) There have been no planning applications received since the last meeting.
- b) It was noted that Forest Edge and Bramble Wood have both been approved.
- c) The S106 for the Pineheath Care Home site and the planning approval was discussed. Cllrs were keen to register their disappointment with the decision to grant permission. Cllrs are also disappointed that parish Cllrs did not have the opportunity to take part in S106 discussions.

6. Transport and Rep Feedback

- a) Village Hall Committee – no report.
- b) Community Speedwatch – Cllr Pearman thanked Susan and the volunteers and stated that the group was having an effect.
- c) SNAP – the Clerk attended the meeting, and the new priority is likely to be speeding.
- d) Holt Area Patient Group – No report.

7. Finance

- a) The payments were read out by the clerk and PROPOSED by Cllr Pearman and SECONDED by Cllr Carter and AGREED by all.
- b) The Bank reconciliation will be circulated at the end of September and brought to the next meeting. GH
- c) The Internal Controller checks is due at the end of September.
- d) It was noted that the audit had been a success with nothing to note. The exemption certificate is displayed on the Parish Council website.
- e) The bank mandate form has been submitted to the bank for the amendments to be made.
- f) The budget up until the end of July was circulated to Cllrs and will be updated and re-circulated at the end of September. GH

8. Correspondence

- a) The Highways Ranger Service has returned, and reports of highways matters should be reported to the Clerk. Cllr Pearman stated that the information about the Highways Ranger Service should be included in the Chronicle.
- b) Cllr Parkes- Rolfe requested that the late buses are advertised in the Chronicle.
- c) It was noted that the invoices for advertisers will be issued in November and all funds received in advance of publishing. GH

9. Date and Time of Next Meeting

- a) Tuesday 18th November 7pm at High Kelling Village Hall.

The Meeting ended at 20.53

Appendix A – Funding Group Notes

Project Action Plan

Project Title: High Kelling Village Enhancements & Community Initiatives

Date: September 11, 2025

Prepared By: Cllr Maureen Pearman (Chair of the Funding Group)

Funding Group Members: Cllr Susan Rutherford Cllr Philip Feyer Cllr Sally Monkman

Purpose: To create a clear, actionable plan for the agreed-upon funding priorities and projects. This document will be a living record to track progress and assign responsibilities.

Key Funding Priorities

Funding Priority 1: Bridge/Road Village Gates (Parish Partnership Grant 2024/25)

- **Who:** Gemma to chase Chris Purvis. Rugby Club to also receive an update.
- **What:** Secure a schedule of works for the Village Gates project, outlining what is included, when, and by whom.
- **When:** Report back to the Parish Council by September 16, 2025.

Funding Priority 2: Resurfacing Works at Bodham End (New Parish Partnership Grant 2026/27)

Project outline:

There are two gravel verges as you enter into High Kelling from the Bodham end of the village. These verges are often used for dog walkers, cyclists and visitors accessing the footpaths into the woods. There are also frequent cars parked, and large vehicles for random car parking. The idea is to transform the area by improving the road surface

(verges) and to promote the footpaths both sides of the road. The main objective is to stop vehicles parking to prevent further potholes and deterioration. By doing so this will improve the natural environment. If we are successful in this specific bid we would enhance the area further to include the village map signs, wayward markers and trail signs. Both initiatives would enable the space to become more functional, meaningful and for communities to connect and enjoy.

- **Who:** Gemma to coordinate initial site meeting with Chris Purvis. The Funding Group will lead the bid.
- **What:**
 - Conduct a site visit with Chris Purvis to explore viable options.
 - Conduct a feasibility inquiry to determine costings.
 - Determine and agree the scope of the project.
 - Draft a project proposal for the grant application.
- **When:**
 - Initial site meeting to be arranged as soon as possible.
 - Application deadline is December 1, 2025.

Funding Priority 3: Village Map & Waymarkers (Grassroots Boost Funding) £200-£2,500

Project outline: Display historical information to promote High Kelling's unique character

- **Who:** David Carter is leading on printing costs. Susan and Philip are working with David on design and layout. A lead for the application is to be determined (TBA).
- **What:**
 - Finalize details of the village map design and layout.
 - Determine printing costs and a suitable display method (e.g., wooden stands).
 - Explore the inclusion of other elements, such as pollinators for wildflowers.
 - Draft a project proposal for the grant application.
 - Secure a letter of support from the local Councillor.
- **When:**
 - Project details and costs to be finalized.
 - Application to be made once details are confirmed.

Funding Priority 4: Bus Stop Improvement Scheme

- **Who:** Gemma to update the Parish Council on progress. The Parish Council will take the lead on this funding opportunity.
- **What:**
 - Confirm the list of desired improvements to the bus stops.
 - Identify and apply for relevant funding streams.
- **When:** Update to be provided at the next Parish Council meeting.

Other Funding Streams & Actions

- **Who:** The full Parish Council will take the lead on these.
- **What:**
 - Discuss Section 106 Care Home funds and determine next steps.
 - Receive more information on the Norfolk County Council £34m for new transport schemes.
 - Discuss and determine representation for these funds.
- **When:** To be discussed at the next Parish Council meeting.

Next Steps & Meeting Notes

- All attendees should bring their diaries to the Parish Council meeting next week to schedule future meetings and site visits.
- David Carter to be involved in coordinating the Map design/ideas for the two project ideas (Resurfacing and Village Map).

Opportunities for working with other key Stakeholders

Shared priorities with the Village Hall

Match funding ideas = Lidl Food store