

HIGH KELLING PARISH COUNCIL

Minutes of the ANNUAL HIGH KELLING PARISH COUNCIL MEETING on Tuesday 19th May 2026 at 7pm at High Kelling Village Hall.

Attendees: Cllr Peter Rutherford (Chairman), Cllr Maureen Pearman (Vice- Chair), Cllr Susan Rutherford, Cllr Philip Fejer, Cllr Jan Kemp, Cllr Martin Parkes-Rolfe, Cllr Duncan Henderson and Parish Clerk Gemma Harrison.

0 Members of the public present.

1. Administrative:

- a. Cllr Jan Kemp PROPOSED Cllr Peter Rutherford as Chairman for the following year, the motion was SECONDED by Cllr Maureen Pearman and AGREED by all. Cllr Peter Rutherford signed the declaration of office.
- b. Cllr Peter Rutherford PROPOSED Cllr Maureen Pearman as Vice-Chairman, this was SECONDED by Cllr Jan Kemp and AGREED by all. Cllr Maureen Pearman signed the declaration of office.
- c. Declarations of Interest and requests for dispensations - Cllr Susan Rutherford stated she is a member of the Village Hall Committee and as such declared an interest in item 5F and 6A.
- d. The minutes of the Parish Council meeting held on 24th March 2026 were circulated prior to the meeting. They were PROPOSED by Cllr Susan Rutherford and SECONDED by Cllr Martin Parkes- Rolfe and AGREED by all.
- e. Matters Arising on the Minutes (for information only and not included on the agenda).
 - Clerk to contact the Chief Constable and enquire as to what the criteria is for getting a speed camera, citing the Hillington Camera as an example. GH
 - The litter pick which took place on 29th March was a success. The feedback from volunteers is that they felt the litter pick should take place later in the year. It was noted that some locals regularly litter pick independently. It was suggested that the road signs should be cleaned as part of the 2027 litter pick.
 - Clerk to get quotes for a SAM3/ SAM4 for vehicle recognition display and report back to the next meeting. GH

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. This item has been deferred to the July meeting.

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

- b. No crime report.
- c. No County or District reports.
- d. **Public participation. – maximum 15 minutes – none.**

4. Planning

- a. No planning applications have been received since the last meeting.
- b. The planning decisions received since the last meeting are;
 - RV/26/0374 - Milkwood 26A Pineheath Road – APPROVED
 - NMA/26/0747 - Pineheath Care Home – APPROVED
 - PP/26/0186 – Land off Heathfield Road - APPROVED
- c. Cllr Peter Rutherford attended the Development Control Meeting of PP/26/0186 Land off of Heathfield Road. Planning was approved in

principle as the only consideration at this stage is the suitability of the site and other matters such as transport and highways are not up for consideration. The detail will be submitted at a later stage. It was noted the application will be determined by delegated powers at the second stage. Clerk to discuss with NCC Highways. It was noted that Highways objected to the undertaker proposals previously due to Highway concerns. Clerk to seek assurance from Highways that they will be looking at this proposal with a similar view. **GH**

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

- a. Cllr Peter Rutherford PROPOSED to adopt The General Power of Competence for the 26/27 financial year, this was SECONDED by Cllr Maureen Pearman and AGREED by all.
- b. The internal auditor for 26/27 accounts was considered by Cllrs and AGREED by all to ask David Wright to undertake the internal audit.
- c. The Internal Control Officer was discussed and Cllr Peter Rutherford PROPOSED Cllr Philip Fejer, this was SECONDED by Cllr Maureen Pearman and AGREED by all.
- d. Cllr Maureen Pearman gave feedback from NCC Highways Site Visit including;
 - Parish Partnership Scheme – Trod – The Funding Group has reservations on the agreed proposal for the Trod. The raised kerb cannot be achieved due to access, and the work was expensive. It was noted that Highways have filled in the potholes. The Clerk asked NCC to consider a change of use for the grant, but this was unfortunately turned down. Cllrs are keen to progress the unfunded elements of the recent A148 Safety review, as such the Clerk will find out the costings of the pinch points proposed. **GH**
 - Flyposting – It has been confirmed that it is illegal to put up for sale signs on highway land without permission. It was noted that there are two at Pineheath and a further two at the bus stop where speed watch takes place. It was noted the signs create a safety hazard, reduces visibility and distracts drivers. Clerk to report back to the Highway Engineer that the signs are still there. **GH**
 - NCC Highways have agreed repositioning the 30mph sign could be helpful, unfortunately it would mean there would not be enough space for the SAM2 as well unless a longer pole was installed. It was AGREED by all that HKPC would fund a longer pole as long as the cost did not exceed £250. Clerk to instruct NCC to undertake the work. **GH**
 - Bridge Road Village Gates – new gates have been installed. Clerk to go back to NCC Highways and request the word *slow* on the ground on Bridge Road. A discussion took place about more bespoke signage to be used on match days, Clerk to liaise with the Highway Engineer and report back. It was also suggested to go back to the Rugby Club and explore further with them the possibility of a donation for further highways improvements on Bridge Road. **GH**
- e. Lights for the Church Noticeboard – Cllr Maureen Pearman reported that she was due to meet with Cozens Electrical on site so they could offer a recommendation and provide a quote for the work. **MP**
- f. Church Summer Event – It was noted the church event will take place on Saturday 27th June 6.30pm. The event was a ticketed event and therefore no donation is required.

- g. The revised Data Protection Policy, FOI Publication Scheme, HKPC Privacy Statement and Record Management Policy was circulated prior to the meeting. The policies were all PROPOSED by Cllr Susan Rutherford and SECONDED by Cllr Jan Kemp and AGREED by all. Clerk to place a copy on the High Kelling website. GH
- h. The Clerk circulated the SAM2 data prior to the meeting. The Clerk to send the data over to the Police for reference. GH
- i. It was AGREED for the Clerk to request information on Digital Switchover and what happens in power cuts, and to request back up batteries in all cabinets. There is a cabinet located in Vale Road and outside Voewood. Clerk to also pursue with MP Steff Aquarone. GH
- j. An email has been received from a resident on Pineheath Road about the poor condition of the road and pavements. The Clerk has contacted NCC Highways for an update on road sweeping and a date for the resurfacing of the pavements. Clerk to follow this request for information up. It was noted that the entrance to Pineheath Road is not fit for purpose, it requires widening and a permanent cobbled corner or similar to tidy up this area. Clerk to ask Highways to look into what can be done to the junction to provide safe access. GH
- k. The Clerk prior to the meeting forwarded an email from Keep Britain Tidy regarding dog fouling signage. It was noted that Vale Road and Warren Road were both suffering from dog fouling. Clerk to obtain artwork from NNDC and laminate temporary signage to be installed in the parish. GH

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 – Village Hall are looking to put in place different storage facilities. Clerk to add the item to the next agenda for discussion as HKPC may benefit from storing PC items at the Village Hall. Cllr Maureen Pearman stated she will go back to Lidl's as they may be able to give a community grant towards the work. Cllr Susan Rutherford to share the quote with Cllr Maureen Pearman. GH/MP/SR
- b. Community Speedwatch – One new member has joined the team.
- c. SNAP – no meeting.
- d. Holt Area Patients Participation Group – Cllr Jan Kemp gave the report. Another meeting has been held with the Norfolk and Suffolk Psychiatric Head but there is still not a straightforward way for the doctors to get in touch with them in a psychiatric emergency, they are forced to go through 101 like members of the public. Discussion about having meetings in various venues to promote the NHS app and usage. It was noted that road shows are also planned for the future.

It was AGREED BY ALL to suspend Standing Orders and sit longer than 2 hours in order to finish the meeting.

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 £232.92	£465.84
HMRC – April £55.80 and May £55.80	£111.60
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	£90.00
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). An invoice for £90 for the gardening and grass cutting has been received, it was noted we have a new contractor. It was also noted the bench at the end of Pineheath Road is broken and needs attention. Jan Kemp and Colin Kemp to have a look at the bench and arrange repair. **JC**
- c. The above payments (including the late invoice), the receipts of £6698.50 and the bank reconciliation (Appendix A) were PROPOSED by Cllr Jan Kemp and SECONDED by Cllr Peter Rutherford and AGREED by all. Clerk to arrange for the payments to be made. It was noted that Cllr Philip Fejer had undertaken due diligence checks with regards the reconciliation. **GH**
- d. The Clerk circulated the Internal Auditor Report prior to the meeting and read aloud the report. The report was AGREED by all.
- e. The Clerk circulated Section 1 of the AGAR prior to the meeting and read aloud the statement which was AGREED by all.
- f. The Clerk circulated Section 2 of the AGAR Statement prior to the meeting and read it aloud in the meeting, the statement was AGREED by all.
- g. The Notice of Public Rights Notice was circulated and AGREED by all.
- h. To agree a review of the Asset Register. It was AGREED the bus stop lights, interpretation boards, dog bin by the Post Office and the Village Gates on Bridge Road will need to be added if not done so already. Clerk to add the item to the next agenda for approval. **GH**
- i. To review the Budget for 26/27 - it was noted there was a carryover figure of £5846 which needs to be allocated to a cost code for expenditure. Clerk to add the budget to the next meeting for discussion. It was AGREED to meet earlier at 6.30pm to have a pre-budget discussion in advance of the meeting. **GH**

8. CORRESPONDENCE

Clerk to report to the meeting any correspondence received.

- Bus Shelter Grant Scheme. Cllrs AGREED to support the installation of a bus shelter outside of the Train Station on Cromer Road.
- It was reported that litter was present in the bus stops, it was AGREED to put a sign up stating *please take your rubbish with you*. **GH**

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 The recent staff appraisal report was circulated prior to the meeting. Cllrs thanked Cllr Susan Rutherford for drafting the report. The report was AGREED by all.

The meeting ended at 21.18

Appendix A

High Kelling Parish Council

18 May 2026 (2026-2027)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2026

Cash in Hand 01/04/2026 17,478.64

ADD

Receipts 01/04/2026 - 30/04/2026 6,698.50

24,177.14

SUBTRACT

Payments 01/04/2026 - 30/04/2026 192.28

A Cash in Hand 30/04/2026 23,984.86

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2026 0.00

Co-operative No 2 Account 30/04/2026 24,177.14

24,177.14

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 23,984.86