

HIGH KELLING PARISH COUNCIL

Minutes of the HIGH KELLING PARISH COUNCIL MEETING on Tuesday 15th September 2026 at 7pm at High Kelling Village Hall.

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

0 members of the public present.

District Cllr Connor Rouse and District Cllr Martin Batey were present.

1. Administrative:

- a. Cllr Maureen Pearman sent her apologies, the apologies were accepted.
- b. There were no declarations of interest and requests for dispensations by councillors on any of the agenda items listed.
- c. Minutes of the Parish Council Meeting dated 21st July 2026 were circulated prior to the meeting and PROPOSED as accurate and correct by Cllr Eric Vardy and SECONDED by Cllr Jan Kemp and AGREED by all. It was noted there was a typo in the minutes under planning where the bungalow referred to as number 90 should have read number 19.
- d. There were no matters arising.

2. Co-Option

- a. Cllrs discussed the co-option of the last Cllr vacancy and agreed to advertise the vacancy in the HK Chronicle, and invite interested candidates to apply in writing to the Parish Council. It was AGREED to hold a meeting to interview perspective candidates prior to the November Parish Council Meeting. The Co-option will be added to November's agenda. GH/DH

3. To adjourn the meeting for Public Participation and to receive external reports. None.

- a. **Police Report.** No report received. Cllrs noted that residents are sensitive to unfamiliar people coming in and out of the village with recent reports of vehicles being parked in unexpected places by people who were not residents of High Kelling. It was noted that there were many residents in the village who were living on their own and needed guidance on what to do if they had concerns about suspicious activity. Councillors are keen to seek on what to advise if residents have concerns. It was noted that there has been activity at the Care Home site, Cllrs seek clarification on who is staying there and for what purpose. Clerk to enquire about the residency rights with NNDC and report the suspicious activity to the Police. It was also noted that more visitors are choosing to park at the entrance to the village to go for a walk, these areas are also subject to a degree of littering and fly tipping. Clerk to enquire about the legal status here and explore what can be done to keep these areas tidy. GH
- b. **County Council Report** – The County Councillor Report from Cllr Andrew Brown was circulated prior to the meeting.
North Norfolk District Council – District Cllrs Martin Batey and Connor Rouse gave their report. It was noted that LGR has been paused and as such the District Council elections will be taking place next May. Cllr Batey stated that Lidl has received planning permission and as such will be built on the Heath Farm roundabout in Holt and

should be open by next Autumn. Cllr Batey also confirmed the A148 Safety Review will still be going ahead. Unfortunately, the BT openreach works in the area have been delayed. It is hoped that Virgin may extend their network but as it stands there is no confirmed date for FTTP to be rolled out in High Kelling.

- c. **Public participation. – maximum 15 minutes.**
None.

4. Planning

- a. To *receive and consider* any **planning applications**. None.
- b. Decision Notices have been received for;
 - PF/26/1427 – 13 Heathfield Road – APPROVED
 - CD/26/0297 – Pineheath Care Home – Discharge of Condition 19

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

- a. **Dog fouling** – it was noted that there has been less dog fouling on Warren Road. The signs which have been erected have had a positive effect.
- b. **Lighting at the Church entrance** – Cllr Vardy PROPOSED that the Clerk explore the solar installation with Cozens and seek £500 contribution from each District Cllrs towards the total cost of £3049 this was SECONDED by Cllr Parkes-Rolfe and AGREED by all. It was noted that Cllrs would like the light installed ASAP, Clerk to look at Orsted Community Grants to see if one could be secured in the tight time frame, if not it was AGREED that HKPC will fund the remaining cost. GH
- c. **Consultation/engagement event**. The Clerk reported that Steve Cunningham from NCC will be attending the engagement event along with his colleague Gail Harvey to discuss Digital Connectivity. Clerk to contact Graham Bygrave at NCC to see if an officer could attend the event to report on the A148 safety review. Clerk to draft a poster for the Chronicle and provide laminated copies for the noticeboards. GH
- d. **HKPC Facebook page** – Clerk to advertise the Parish Council meetings on Facebook. GH
- e. **Storage facilities at the Village Hall** – A new shed will be erected at the village hall, as such, the Parish Council will have the opportunity to store some items in a secure cupboard inside the Village Hall. Clerk to go through the boxes, to see if any of the documents could be stored in the Norfolk Archives or shredded if not needed. Cllr Duncan Henderson stated the Chronicles could be stored in the Village Hall. GH
- f. **A148 Signage, pinch points and general progress on safety proposals** – No update received from NCC, Clerk to email Graham Bygrave. Cllrs are keen to understand which parts of the proposal are being funded, and which remain unfunded. GH
- g. **Bridge Road** – There has been no contact from the Kelling Estate or the North Norfolk Railway regarding clearance works around the bridge. Clerk to reach out to County Cllr Andrew Brown and Highway Engineer Chris Purvis for support. GH
- h. **NCC Parish Partnership Grant** – Cllrs suggested the following projects as ideas for the grant scheme. It was noted that costs and designs need to be available by the November meeting so a Parish Council decision can be made ahead of the grant deadline. GH
 - Pinch points on A148. (if not funded).
 - Hinged signs for Bridge Road for match days.
 - Planting alongside the A148
 Cllrs suggested having a meeting ahead of the November meeting if necessary to explore the ideas further.

- i. **Land Registry** – the cost of a land registry search (£49.95) for land off Heathfield Close was AGREED. GH
- j. **SAM2 Results** – the Clerk shared the SAM2 results from a week in July and two weeks in August as a comparison. It was noted speeding occurred first thing in the morning and late at night. Cllr Susan Rutherford will engage with the Community Speed Watch Group to see how they feel about downloading and sharing data from a vehicle recognition device with the Police. SR

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 – The Committee met last Friday. A new shed will be installed by November. There is an Elton John evening on 24th October. There is a Winter Fair on 21st November.
- b. Community Speedwatch – discussed above.
- c. SNAP – new online meeting now taking place, Clerk to attend the October meeting.
- d. Holt Area Patients Participation Group – Meetings are now quarterly.

7. Finance

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

Cheverton Printers – Invoice 60432	£245.00
Cheverton Printers – Invoice 60752	£220.00
Scribe Accounts – Invoice 21396	£318.53
Clerk Salary – August and September	£509.96
HMRC – August and September	£122.60
Grass Cutting	£60
SAM2 Maintenance (£166)	£166

- b. The above payments were PROPOSED by Cllr Jan Kemp and SECONDED by Cllr Susan Rutherford and AGREED by all. Clerk to arrange for the payments to be made. It was noted that the NJC salary scale review has been made and as such the Clerk's salary has been back dated to 1st April to accommodate the new salary scales. GH
- c. The payments, receipts, and bank reconciliation since the last meeting have been completed and checked by Cllr Philip Fejer.
- d. The appointment of the Internal Auditor for the 26/27 accounts was discussed. It was AGREED to appoint David Wright as he was considered well experienced in auditing and independent from the Parish Council. The appointment of David Wright was PROPOSED by Cllr Peter Rutherford and SECONDED by Cllr Eric Vardy and AGREED by all. Clerk to write to the Internal Auditor to inform him of the appointment. GH

8. CORRESPONDENCE

Clerk to report to the meeting any correspondence received.

- a. Cllr Eric Vardy asked whether there was an Emergency Plan for the village and if so whether it incorporated wildfire advice for residents. Clerk to ask the Fire

Service for advice and any information which can be shared with residents. A good neighbour scheme, WhatsApp Group and similar initiatives were discussed. Clerk to add to the next agenda for discussion. It was AGREED the Village Hall Committee should be included in the discussion as they provide an important safe space for residents. GH

9. Items for the next meeting.

- a. A148 safety review, Parish Partnership Grant, Emergency planning, Co-option.

Next scheduled Full Council Meeting

Tuesday 17th November at 7pm at High Kelling Village Hall

The Meeting ended at 20.28