

# HIGH KELLING PARISH COUNCIL

**Minutes of the HIGH KELLING PARISH COUNCIL MEETING held on Tuesday  
28<sup>th</sup> November 2023 at 7.00 pm at High Kelling Village Hall.**

**Attendees: Cllr Peter Rutherford, Cllr Susan Rutherford, Cllr Janice Kemp, Cllr Duncan Henderson, Cllr Philip Fejer, Cllr Maureen Pearman, Cllr David Carter, Cllr Sally Monkman and Locum Parish Clerk Gemma Harrison.**

North Norfolk District Cllr Martin Batey and PC Graham Gower Smith were also present.

## **1. Administrative:**

- a. County Cllr Eric Vardy gave his apologies.
- b. Cllr Peter Rutherford stated he was the Treasurer at High Kelling Village Hall.
- c. Police Report – PC Graham Gower- Smith was invited to give his report. Graham stated he was aware of the Parish Council's speeding concerns and has asked for the speeding van to be present in the parish going forward. Graham AGREED that collecting data from a SAM2 device would be helpful in targeting his resources going forward. Crime in local parishes is on a downward trend. The next SNAP meeting is on Thursday 30<sup>th</sup> November at 7pm and all are welcome to attend.  
PC Graham Gower-Smith left the meeting after his report.
- d. The minutes of the full council meeting dated Tuesday 19<sup>th</sup> September and the extraordinary meeting dated Thursday 24<sup>th</sup> October 2023 were circulated prior to the meeting. They were PROPOSED as accurate and correct by Cllr Duncan Henderson and SECONDED by Cllr Susan Rutherford and AGREED by all.
- e. Matters arising – None.

## **2. Co-option**

- a. Sally Monkman attended the meeting and asked to be considered for co-option, Cllr Kemp PROPOSED Sally for co-option, the motion was SECONDED by Cllr Pearman and AGREED BY all. Cllr Sally Monkman signed the declaration of interest and joined the Parish Council.

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

- a. North Norfolk District Cllr Martin Batey gave his report. Martin stated that Cllrs have until 8<sup>th</sup> December to register to speak on the Local Plan at the forthcoming Public Hearings in January. UPP high speed broadband are now laying infrastructure to enable high speed broadband connectivity. Martin noted that concerns have been raised by some residents regarding works on private land, Cllr Peter Rutherford has been in touch with UPP requesting further information. Sustainable communities' grants are now open for applications. There is a housing crisis at NNDC with many people registered as homeless and a shortage of houses, along with the cost-of-living crisis, have been putting extra pressure on the NNDC budget. The community supermarket in Holt is open at the Community Hub on Tuesdays 12-3pm and 10am -1pm on Fridays.
- b. Public participation. – maximum 15 minutes. None.

**4. Planning**

- b. No planning applications received.

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

- a. Defibrillators –High Kelling Society have asked for plaque acknowledging their contribution to the defib in the phone box to be installed. Cllr David Carter to send an email to Clerk with the wording on. Clerk to arrange for the plaque to be made. **GH**
- b. Funding is currently available through the British Heart Foundation / London Hearts for new defibs. Cllr David Carter PROPOSED a motion that High Kelling Parish Council apply for grant funding on behalf of the Village Hall Committee to secure a new defib for the Village Hall, this was SECONDED by Cllr Peter Rutherford and AGREED by all. **GH/ PR**
- c. A discussion took place regarding the Parish Councils previous request to install a dog bin near to the Post Office. Clerk to chase NNDC and arrange for the bin to be installed. Cllr Carter to forward any correspondence from previous discussions to the Clerk. **DC/GH**

- d. Cllr Peter Rutherford gave an update from the meeting with NCC Highways. He stated that NCC will be installing a white edge line on the side of the A148, there is already one on the far side. Highways suggested a SAM2 would be worth exploring going forward. Residents living on A148 have been complaining about the noise from the cat's eyes, unfortunately Highways can't help until the road is re-surfaced, which is approximately 5-6 years away. NCC Highways have agreed to address the signage along the A148. Clerk to write to highways and ask for the signage here to be reviewed. GH
- e. Need to look at this area again for future grants/ projects. Drivers not aware of entering the village, village gates may benefit and help to slow traffic down. It was suggested that HKPC approach the rugby club to see if they will help provide some signs to help slow traffic down. The Rugby Club may be interested in contributing towards the Village Gates. It was suggested a *Slow* sign on the road may help. Concerns were raised regarding about more traffic from Orsted. GH
- f. Cllrs discussed submitting a grant application to NCC under the NCC Parish Partnership Scheme. Cllr Peter Rutherford PROPOSED purchasing a SAM2 with Bluetooth connectivity, this was SECONDED by Cllr Phil Fejer and AGREED by all. It was noted that County Cllr Eric Vardy has pledged £3000 from his highways budget. Cllr Maureen Pearman and Clerk to liaise regarding the application and formal submission. MP/GH
- g. The Village Hall committee would like to donate £400 towards the costs of printing the High Kelling Chronicle. Clerk to raise an invoice. GH
- h. The Parish Council Standing Orders were circulated prior to the meeting with proposed amendments highlighted. Cllrs suggested amending the Standing Orders at paragraph 9 to reflect that minutes should be circulated within 21 days of the meeting.  
It was AGREED for the Clerk to keep a record of Cllr apologies rather than include the reason for absence in the minutes. It was also suggested that the references to Chairman and he/his etc are changed to reflect modern language. The Standing Orders with the

above amendments was PROPOSED by Cllr Jan Kemp and SECONDED by Cllr Susan Rutherford and AGREED by all. Clerk to make amendments, re-circulate and put a copy on the website. GH

- i. It was AGREED to form a personnel committee, the committee will be formed by the Chair (Cllr Peter Rutherford), Vice Chair (Cllr Maureen Pearman and another Cllr (Cllr Susan Rutherford). Cllr Susan Rutherford to draft the terms of reference for the Committee and circulate. 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 – Cllr Philip Fejer stated there is not much to report. The recent music night was very well attended. Carol singing will be taking place on 18<sup>th</sup> December at 8pm and mince pies and glühwein available.
- b. Community Speed watch – suggestions were made not to have 9am -10am slot and to trial an afternoon slot. It was suggested that the community speed watch team should meet and review in the New Year. MP
- c. SNAP – this Thursday 30<sup>th</sup> at 7pm.
- d. Holt Area Patients Participation Group – Cllr Jan Kemp to be interviewed to join the group in January.

## 7. Finance

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

Cheverton Printers – Invoice 54238 and 54368	£420.00
NNDC – Election Expenses	£51.17
Scribe	£227.52
NALC Council Training	£120
High Kelling Village Hall Hire May-August 23 - INV 1539	£64.44
High Kelling Village Hall Hire – INV 1554	£31.10
Local resident litter pick refreshments	£11.30

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Payroll Provider – MW Bookkeeping	£10.00
Locum Clerk Salary – Oct and Nov	£421.88
HMRC	£158

- a. The above payments were PROPOSED by Cllr Jan Kemp and SECONDED by Maureen Pearman and AGREED by all. Cheques were signed after the meeting and distributed by the Clerk. GH
- b. The Clerk stated that the accounts did not reconcile, the Clerk did not have access to the latest bank statement. Clerk to make contact with the bank and update the Council Mandate. GH
- c. Philip Fejer AGREED to take on the role of Internal Controller, this was AGREED by all. Clerk to go through the role with Philip prior to the next meeting in January. GH/PF
- d. David Wright was AGREED to be the internal auditor for the 23/24 accounts.
- e. The Financial Regulations (as circulated prior to the meeting). Were PROPOSED by Cllr Susan Rutherford and SECONDED by Cllr Jan Kemp. Clerk to add to the parish website. It was AGREED to review the Financial Regulations at every Annual Meeting. GH.
- f. The 24/25 proposed budget was circulated prior to the meeting. It was AGREED to have a separate budget meeting in 2024 to go into more detail on proposed spends and projects. Clerk to arrange a meeting. GH
- g. Cllr Jan Kemp PROPOSED the precept for 24/25 as £12,215 which remains the same as 23/24, this was SECONDED by Cllr Maureen Pearman and AGREED by all. Clerk to send in precept request to NNDC. GH

The meeting exceeded the 2 hour time as stated in the Standing Orders, therefore Cllr Peter Rutherford PROPOSED extending the meeting, this was SECONDED by Cllr Duncan Henderson and AGREED by all.

**8. CORRESPONDENCE**

- a. The DMMO footpath claim was circulated prior to the meeting. Cllrs had no further comments to make.

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

Cllrs AGREED to the above motion and District Cllr Martin Batey left the meeting.

- a. Staffing – (Recruitment of new Clerk) – It was AGREED to amend the advert to reflect the new NALC salary scales and closing date. Clerk to recirculate ad to everyone. GH
- b. See confidential Appendix A

**Next scheduled Full Council Meeting**

**Tuesday 16<sup>th</sup> January at 7pm at High Kelling Village Hall**