

HIGH KELLING PARISH COUNCIL

**Minutes of the ANNUAL HIGH KELLING PARISH COUNCIL MEETING held on
Tuesday 21st May 2024 at 7.30 pm at High Kelling Village Hall.**

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

County Cllr and District Cllr Eric Vardy was also present.

1. Administrative:

- a. Cllr P. Rutherford was PROPOSED as Chairman for the forthcoming year by Cllr Kemp and SECONDED by Cllr Henderson and AGREED by all. Cllr P Rutherford signed the Declaration of Office.
- b. Cllr S. Rutherford PROPOSED Cllr Pearman as Vice-Chair, this was SECONDED by Cllr Kemp and AGREED by all. Cllr Pearman signed the Declaration of Office.
- c. Apologies have been received from Cllr Carter (illness) and Cllr Sally Monkman (family commitment). Apologies were accepted. It was noted that apologies were also sent by District Cllr Martin Batey who is currently in hospital.
- d. No declarations of interest or requests for dispensations by councillors were made.
- e. Minutes of the Parish Council meeting held on 19th March 2024 were circulated prior to the meeting. They were PROPOSED as accurate and correct by Cllr S. Rutherford and SECONDED by Cllr Henderson and AGREED by all. The minutes were signed by the Chairman.
- f. Matters Arising on the Minutes (for information only and not included on the Agenda).

- Rats – NNDC are aware of a number of rats in the area. There have been multiple sightings at different addresses, predominantly on Vale Road. District Cllr Eric Vardy gave an update and stated that Millenium the NNDC contractor has given some advice to residents. He encouraged any sightings to be reported to the Parish Council and for him to be kept informed.
- Hedge on Selbrigg Road / A148 – Clerk has sent a letter to the landowner requesting the hedge is cut back due to visibility for vehicles being a concern. If no action is taken the Clerk will approach NCC Highways. GH
- Cllr P. Rutherford AGREED to send information to Cllr Eric Vardy regarding the proposed white lines and highway improvements for the village. PR

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

- a. The crime report from the Police was deferred to later in the meeting.
- b. Cllr Eric Vardy gave his report which can be seen at Appendix A. Cllr S. Rutherford updated everyone on the proposed pollinator project for High Kelling. Cllr S. Rutherford stated that a site on Pine Heath corner and another site near the village sign has been identified for the project. Both sites are overgrown and need some attention. It was suggested that 2 hours a week gardening would be needed in order to go ahead with the project. A quote has been received for £640 for creating a pollinator bed in each area, Eric Vardy has agreed to fund 50% of the costs through his NCC Budget. Cllr Susan Rutherford PROPOSED to go ahead with the pollinator project costing HKPC £640 with NCC providing the remainder £640, also it was PROPOSED that the Parish Council pay for the ongoing grounds

maintenance at £18 per hour for 2 hours a week, this motion was **SECONDED** by Cllr Kemp and **AGREED** by all.

Cllr P. Rutherford **PROPOSED** to increase the maintenance budget for 24/25 to £900, taking £300 from reserves carried over from 23/24. The £640 needed for the pollinator project will also come from carried over reserves, this was **SECONDED** by Cllr Fejer and **AGREED** by all. A Thank you was extended to Cllr Eric Vardy for his 50% contribution.

Public participation. – maximum 15 minutes.

None present.

3. Planning

- a. No planning applications received.
- b. The Parsh Council are aware of the forthcoming planning proposal for the Pineheath Care Home. The previous application for the site was submitted in 2019 for demolition, this was refused. Cllrs raised some concerns regarding highway access.

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

- a. Cllr Kemp **PROPOSED** to adopt the General Power of Competence for 24/25 this was **SECONDED** by Cllr Pearman and **AGREED** by all.
- b. The Standing Orders and Financial Regulations were circulated prior to the meeting. The Financial Regulations were the updated version as supplied by NALC. It was **AGREED** to amend them to reduce the amount of funds available under delegated powers to the Clerk to £250. Both Standing Orders and Financial Regulations (with amendment) were **PROPOSED** by Cllr P. Rutherford and **SECONDED** by Cllr Fejer and **AGREED** by all.
- c. The Funding Subgroup have met, and a consultation plan has been drafted. Clerk to circulate to all Cllrs. **GH**
- d. It was **AGREED** to produce a flyer for the annual meeting, Cllr S. Rutherford to send a copy through to Cllr Henderson ahead of the publication deadline for the Chronicle.

- e. It was noted that the Annual Parish Meeting will take place on 18th June 2024 at High Kelling Village Hall. There will be a presentation by the Chair and Vice Chair. Light refreshments will be provided. Cllr Pearman and Cllr S Rutherford AGREED to get together ahead of the meeting to agree the questionnaire. **MP/SR**
- f. The Summer Litter Pick / Path Clearance will take place on 9th June. Cllrs all AGREED that the Parish Council will reimburse the costs of any refreshments purchased.

5. 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 – it was noted that the Portrait of the King will go up in the main hall.
 - b. Community Speedwatch – continuing on a weekly basis, more and more vehicles are being caught speeding through the village.
 - c. SNAP – The next meeting will take place on Thursday 30th May at 7pm.
 - d. Holt Area Patients Participation Group – The closure of Blakeney Surgery was noted and as such the Holt surgery are looking for a new prescription site. The surgery are encouraging patients to use the new NHS app.
- PC Graham Gower- Smith joined the meeting.*

6. Finance

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| Cheverton Printers – Invoice 55308 | £220.00 |
| Cheverton Printers – Invoice 55499 | £195.00 |
| NALC – invoice 1693 – CiLCA Course | £300.00 |
| NALC – Invoice 1495 – NALC Annual Fee | £190.45 |
| Locum Clerk Salary – March – May | £TBC |
| HMRC – | £TBC |

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| Internal Audit Fee | £TBC |
| Zurich Insurance Annual Fee | £532.36 |
| High Kelling Village Hall Invoice 1647 | £31.00 |

- a. The above payments (excluding the NALC invoice No. 1693) and the additional payments of the gardening invoices received to date of £108 (x4 invoices of £36) and forthcoming Wix annual fee (website) were PROPOSED by Cllr Kemp and SECONDED by Cllr Henderson and AGREED by all.
- b. The Clerk shared a copy of the Internal Auditors Report. Cllrs were disappointed to see that the Parish Council had failed several areas of the audit. Cllrs acknowledged that this was to do with a previous staff member and were confident that measures have now been put in place to ensure these errors will not be repeated. It was AGREED that the Internal Control item should be listed on every agenda published to ensure Internal Control measures are addressed at every meeting. The Internal Auditors Report was PROPOSED by Cllr Pearman and SECONDED by Cllr Kemp and AGREED by all.
- c. Section 1 of the AGAR statement was read out by the Clerk. It was PROPOSED by Cllr Pearman and SECONDED by Cllr Kemp and AGREED by all.
- d. Section 2 of the AGAR Statement was read aloud by the Clerk, it was PROPOSED by Cllr Kemp and SECONDED by Cllr Henderson and AGREED by all.
- e. The Notice of Public Rights was read aloud by the Clerk and AGREED by all.
- f. It was AGREED to undertake a review of the Asset Register, Clerk to circulate. **GH**
- g. It was PROPOSED by Cllr P Rutherford to ask NALC to become the High Kelling payroll provider this was SECONDED by Cllr Kemp and AGREED by all. Clerk to liaise with NALC and set up the new payroll provider. **GH**

7. CORRESPONDENCE

Clerk to report to the meeting any correspondence received.

- a. A resident had been in touch requesting to be added to the village email list. The Parish Council do not have an email mailing list. Clerk to go back and advise that the Village Hall do have one. **GH**
- b. The Church Centenary was discussed, and it was noted that volunteers were needed for the event. Anyone interested in helping out to contact Cllr Pearman. **ALL**

It was AGREED to suspend Standing Orders and sit longer than the 2 hours agreed in the Standing Orders.

8. 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.

- a. Cllrs AGREED the above resolution to close the meeting to members of the public.
- b. PC Graham Gower-Smith gave an update on a previous ongoing staffing matter. See Confidential Appendix B.
- c. Staffing Matter – See Confidential Appendix C.

9. Date and time of next Meeting

- a. **Annual Parish Meeting dated Tuesday 18th June 2024 at 2pm at High Kelling Village Hall.**
- b. **High Kelling Parish Council Meeting dated Tuesday 16th July at 7pm at High Kelling Village Hall.**

The meeting ended at 10.30pm

Appendix A

NCC Report

Economy-boosting Local Enterprise Partnership to continue under county councils

Business support and other economy-boosting services delivered by New Anglia Local Enterprise Partnership (LEP) are to continue following its integration into Norfolk and Suffolk County Councils.

Key functions and employees of the LEP transferred to the authorities on 1 April 2024 as part of the Government's devolution process. Its functions include business representation, strategic economic planning, and responsibility for the delivery of government programmes.

NCC have valued working with the New Anglia LEP to boost Norfolk's economy, infrastructure and skills. Thousands of businesses have benefited from the LEP's support, and we will ensure that we keep the momentum going when LEP staff and functions transfer to us.

The addition of skills and capabilities from the LEP team will strengthen the council's ability to deliver its enhanced role as the Government's designated lead body for economic development.

Business support will continue to be provided by New Anglia Growth Hub – which delivers the LEP's business growth programme, including the administration of grant schemes.

The Growth Hub has supported businesses and the region's economy, with the economic impact of its Business Growth Programme measured over a 10-year period at £1,032,797,741, creating new jobs and safeguarding existing employment.

NCC are pleased that the vital and high value business support delivered by New Anglia Growth Hub continues in Norfolk and Suffolk. Our advisers are qualified professionals who have local knowledge and decades of own business experience. The thousands of owners and managers we have supported with operations, growth, HR, marketing, net zero transition and resilience have benefitted immediately.

Running your own business is often challenging and busy, so you can count on New Anglia Growth Hub as your first point of call for advice, growth and support.

Major construction and infrastructure projects across Norfolk have received significant funding thanks to the LEP's Growth Deal with Government, which secured £223.5m for the region to 2021. These include the recently opened Herring Bridge in Great Yarmouth, the Digi-Tech Factory at City College Norwich, and Productivity East, the centre for engineering, technology and management at the University of East Anglia.

Great Yarmouth's Operations & Maintenance Campus for the offshore industry, and the North Walsham Town Centre improvements were among the shovel-ready schemes for which the LEP secured £32.1m from the Government's Getting Building Fund.

The LEP's work can also be seen in the projects supported via its Growing Places Fund, such as Broadland Food Innovation Centre at the Food Enterprise Park at Honingham, and the power upgrade for businesses at Snetterton Park in west Norfolk.

Both councils have worked closely in the run-up to the transition and are keen to build on the LEP's 13-year legacy.

Established by the government in 2011, New Anglia LEP has:

- Attracted around £350m in Government funding to Norfolk and Suffolk, attracting a further £1.3bn in public and private sector funds.
- Awarded over 1,800 grants totalling £51.4m to businesses and organisations in the region.
- Invested £4.172m in high growth businesses through its angel co-fund New Anglia Capital.
- Supported over 13,000 businesses and delivered nearly 74,000 hours of support via New Anglia Growth Hub.
- Added £1bn to the local economy over 10 years through its Business Growth Programme.
- Supported the delivery of 5,476 jobs and 222 businesses via its Enterprise

Norfolk County Council awarded foster friendly employer status

Norfolk County Council has recently secured Foster Friendly Employer accreditation by the Fostering Network, which helps organisations to actively support fostering, and in particular, foster carer employees. The Council has implemented a policy to make a real difference to their employees who foster, and to support others in becoming approved foster carers themselves.

Foster carers make an enormous contribution to our ambition for every child and young person in Norfolk to flourish, providing safe and nurturing family homes for vulnerable youngsters who have had the most difficult start in life.

It's an incredible job and we are always looking to recruit more foster carers. Find out more about becoming a foster carer in Norfolk at WWW.Norfolk.gov.uk

Next stage of Norfolk's ambitious climate plan revealed

Actions to support low carbon transport, climate adaptation, and decarbonisation of local business and industry was discussed by councillors at last month's meeting of the Infrastructure and Development Select Committee.

The actions cover a range of initiatives, including:

- A pilot to develop a sustainable and viable seaweed industry in Norfolk - the project will work with partners in the Netherlands, already implementing sea farms
- Supporting the development of nature-based solutions to help secure Norfolk's long term water resilience

- Further walking and cycling improvements in places including King's Lynn, Norwich, Great Yarmouth, and Dereham

In June 2023, Norfolk County Council launched its climate strategy setting out how the council will address its own carbon footprint and its role in supporting Norfolk's transition to become a greener and more resilient county. In October 2023 the first set of actions to achieve the aims of the strategy were agreed - and committee members will now be reviewing the third set of practical actions set to help make the low carbon vision a reality.