

# HIGH KELLING PARISH COUNCIL

**Minutes of the HIGH KELLING PARISH COUNCIL MEETING held on Tuesday  
18<sup>th</sup> March 2025 at 7pm at High Kelling Village Hall.**

**Attendees:** Cllr Peter Rutherford (Chairman), Cllr Susan Rutherford, Cllr Jan Kemp, Cllr Maureen Pearman, Cllr David Carter, Cllr Sally Monkman and Locum Parish Clerk Gemma Harrison.

District Cllr Martin Batey was also present.

0 members of the public were present.

## **1. Administrative:**

### **a. To receive apologies for absence.**

Cllr Peter Rutherford welcomed everyone to the meeting. Apologies were received from Cllr Duncan Henderson and Cllr Philip Fejer, apologies were accepted.

### **b. To receive declarations of Interest and requests for dispensations by councillors in any of the agenda items listed.**

None

### **c. Minutes of the Parish Council Meeting held on 21<sup>st</sup> January 2025.**

The Minutes of the Parish Council Meeting held on Tuesday 21<sup>st</sup> January were circulated prior to the meeting. They were PROPOSED as accurate and correct by Cllr Susan Rutherford and SECONDED by Cllr Jan Kemp and AGREED by all.

### **d. Matters Arising on the Minutes (for information only and not included on the agenda) - None.**

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

- a. Crime report from the Police – There has been no further update on the tragic road accident which happened at Christmas.
- b. County Councillor Report – None.
- c. District Report – District Cllr Martin Batey gave his report. NNDC are supporting a 3 unitary proposal, High Kelling is likely to be on the boundary between the east and west authorities. BT Openreach Broadband will be available throughout High Kelling by December 2026. Cllrs registered their disappointment that they were not invited to attend Committee to speak about the proposed redevelopment of the

Care Home site. The item has been deferred, Clerk to speak to NNDC to check they have the correct details for the Parish Council as the invitation to speak at Committee was not received. GH

**d. Public participation. – maximum 15 minutes.**

**None.**

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

- a. The village information board was discussed. It was AGREED to use the map off the parish website; however, a high-resolution map will be needed. Clerk to speak to Cllr Fejer to see if he could approach the owner of the map for a high-resolution copy. GH
- b. The SAM2 has been installed. Cllrs asked for an additional post to be installed on the pavement side on the Pineheath end of the village. Clerk to ask highways for a post. GH
- c. The summer litter pick was AGREED to take place on Sunday 25<sup>th</sup> May 10am- 11.30am. Clerk to request 10 additional litter picks from NNDC and request the collection of the litter from beside the dog bins. It was AGREED that a budget of £40 will be allocated to the litter pick. Clerk to ask NNDC to clear the leaves on the adoptive footways again. GH
- d. The repair of the village gates and the provision of new gates on Bridge Road was discussed. The Parish Council were successful in obtaining the Parish Partnership Funding for 50% contribution towards the Village Gates. Cllrs extended a thank you to NCC Officer Chris Purvis who was particularly supportive towards the bid. Cllr Pearman to speak with the Rugby Club to request a contribution towards the gates. Cllr Jan Kemp PROPOSED the spend of £2000 for the purchase of the Village Gates, this was SECONDED by Cllr David Carter and AGREED by all. The money can be transferred from 1<sup>st</sup> April. GH /MP
- e. A celebration of the VE/VJ Day 80<sup>th</sup> Anniversary has been planned by the Village Hall Committee. Details will be shared in the High Kelling Chronicle.
- f. Cllr David Carter suggested the food donation box should be given to the North Norfolk Food Bank to enable it to be distributed to people in need, previously it was being donated to the Treehouse who are more interested in short shelf-life products. This was AGREED by all.
- g. The LGA Code of Conduct, complaints procedure and vexatious complaints policy (as circulated prior to the meeting) was PROPOSED by

Cllr Susan Rutherford and SECONDED by Cllr Jan Kemp and AGREED by all. Clerk to put a copy of the policies on the parish website. GH

- h. HKPC's Privacy Promise and Data Protection Policy was reviewed with no amendments apart from the Clerk's address, they were PROPOSED by Cllr Jan Kemp and SECONDED by Cllr Maureen Pearman and AGREED by all. Clerk to put on the parish website. GH
- i. The Community Speed watch Group and their insurance provision was discussed. The Parish Council's insurers have stated that the speed watch group are able to be covered under the current Parish Council policy with no additional premium. High Kelling Parish Council need to be satisfied that every individual is physically able to volunteer. Cllr Susan Rutherford suggested that we bring the group under the Council's remit providing;
  - the PC have a say on who the coordinator is.
  - the group must fulfil the requirements of the Police.
  - the individual can be physically able to volunteer.

Cllr Jan Kemp PROPOSED the above motion which was SECONDED by Cllr David Carter and AGREED by all. Clerk to update the insurance company. GH

- j. Cllr Peter Rutherford updated the council on the proposed improvements to the A148, the speed review and fixed camera request. Steffan Aquarone chaired a meeting with stakeholders where the much-needed improvements were discussed. The police, PCC and Highways are due to get back to Steffan in early April with further details. It was noted that new pedestrian crossing signs have been installed on the A148 and the Parish Council's SAM2 was now in place.

#### 4. Planning

- a. To *receive and consider* any **planning applications**.  
None.
- b. To *receive* any update from the clerk on planning decisions received since the last meeting. – It was noted that the planning application for Brackenwood has been approved.

#### 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 – The Committee met last week. The work to the floor has been completed, the outside areas have been improved. The social events are starting up again.
- b. Community Speedwatch – already discussed at item 3i.
- c. SNAP – A zoom meeting took place with only the Clerk in attendance, no priorities were set.
- d. Holt Area Patients Participation Group – the latest meeting was cancelled. There will be a wider Area Participation Group, with 2 members from each local group meeting in Sheringham. The Spring Covid vaccination boosters are now up and running. The surgery are encouraging people to use the NHS app, it was suggested this could be put in the High Kelling Chronicle.

## 6. Finance

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

Cheverton Printers – Invoice 57233	£210.00
Cheverton Printers – Invoice 57446	£210.00
Locum Clerk Salary – February 2025	£226.05
Locum Clerk Salary – March 2025	£226.05
HMRC	£108
NPTS Cllr Training	£65.00

- b. The above payments along with the additional £188.98 for Cllr expenses for Cllr Duncan Henderson (for mileage and software for the Chronicle) were PROPOSED by Cllr Peter Rutherford and SECONDED by Cllr Jan Kemp and AGREED by all. Clerk to arrange for the payments to be made. **GH**
- c. The payments, receipts, and bank reconciliation were circulated prior to the meeting and will be approved along with the end of year finances at the May meeting.
- d. Cllr Sally Monkman asked that an updated budget and a copy of the AGAR are both circulated once they have been completed in April.
- e. Cllr Rutherford to meet with a local contractor to walk the route alongside the A148 and inspect the trees in question to better understand what work (if any) was needed. **PR**

**7. CORRESPONDENCE**

***Clerk to report to the meeting any correspondence received.***

- a. Devolution and LGR – information was shared on the draft proposals.
- b. NALC Board votes – email circulated prior to the meeting.

**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 matter.**

- a. Private Matter – see confidential Appendix A

The meeting ended at 9pm

Next scheduled Full Council Meeting

**Tuesday 20<sup>th</sup> May at 7pm at High Kelling Village Hall**

**Appendix A – Redacted**