

# HIGH KELLING PARISH COUNCIL

**Minutes of the HIGH KELLING PARISH COUNCIL MEETING held on Tuesday  
16<sup>th</sup> July 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, Cllr David Carter, Cllr Sally Monkman and Locum Parish Clerk Gemma Harrison.

## **1. Administrative:**

- a. Cllr Peter Rutherford welcomed everyone to the meeting, and it was noted that there were no apologies.
- b. No declarations of Interest and requests for dispensations by councillors in any of the agenda items listed were received.
- c. Minutes of the Annual Parish Council meeting held on 21<sup>st</sup> May 2024 were circulated prior to the meeting and PROPOSED by Cllr Jan Kemp and SECONDED by Cllr Duncan Henderson and AGREED by all. The minutes of the Annual Parish Meeting held on 18<sup>th</sup> June 2024 were circulated prior to the meeting and PROPOSED by Cllr Susan Rutherford and SECONDED by Cllr Maureen Pearman 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. Police Report – No report received.
- b. County Councillor Report – Available in Appendix A.
- c. District Councillor Report – Not received (due to illness).
- d. It was AGREED that the Clerk will extend congratulations to the new MP Steffan Aquarone and share with him a list of PC meeting dates, making it known he is welcome to attend any of the PC meetings at anytime. GH
- e. **Public participation. – maximum 15 minutes. None present.**

### 3. Planning

- a. To *receive and consider* any **planning applications**, namely PF/24/1118 Penny Farthing, Cromer Road.

Cllrs discussed the above planning application and have no objections to the proposals. The motion of no objection was PROPOSED by Cllr Carter and SECONDED by Cllr Kemp and AGREED by all. Clerk to respond to NNDC. GH

- b. Residents have reported suspicious behaviour, with individuals roaming around on the grounds of the Pineheath Care Home site. Clerk to make the local Beat Officer aware. GH
- c. No planning decisions received.
- d. It was noted that the residents living on the new homes rented out by the Kelling Estate should not be using the Warren Road access. Cllr Monkman has raised this with The Kelling Estate who have said they will take action and remind the tenants to use the other access via the rugby club.

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

- a. **The recent Centenary Celebrations**

The celebrations took place between 28<sup>th</sup> June – 1<sup>st</sup> July and were well attended. Cllrs extended their congratulations to everyone involved, it was AGREED the Clerk should write on behalf of the PC to Fr. Howard to extend thanks for the help and support. The crossing of the A148 for the event was discussed. Residents found some comfort in the assistance provided on the day. Cllr Susan Rutherford has stated the need for a regular speed van in the parish. Clerk to ask the Local Beat Officer to keep pushing for one to attend. Clerk to also request the contact details for the safety camera team to enable the PC to liaise direct. Cllrs have also requested for information on the speeding data the Police currently hold for this stretch of road. GH

- b. **Feedback from the Funding Sub- Group Public Consultation meeting (incl. feedback from questionnaires).**

The Annual meeting was successful, lots of questionnaire responses have been received. The funding group have met and started the process of looking through all the suggestions. Some issues identified will require the Parish Council to take the lead. Others will affect the Village Hall Committee and there were also several highway queries raised. Lots of eco and green agenda issues were also raised. The main focus of the funding group will be to provide Village Gates for Bridge Road. The group met with Grantscape, it was noted that any grant application would need to be very clear, with feasibility studies completed and quotes gained. It was felt the November deadline would be too soon and the group will work towards the deadline next Spring.

It was AGREED an informal meeting with the Parish Council should be held to prioritise the consultation ideas and then feedback to residents in September in the High Kelling Chronicle and on the parish website. The group are looking at a Funding Strategy Plan.

- c. **Parish Partnership Scheme 23/24** – Clerk has chased SAM2 funding from NCC.
- d. **Parish Partnership Scheme 24/25** - It was AGREED to go ahead with the Village Gates on Bridge Road. It was noted that the Rugby Club are interested in donating some money for the gates. It was noted that Cllr Vardy may be able to support the project if needed. Clerk to liaise with the funding group on the grant application. GH
- e. **Highway Meeting with new NCC Highway Engineer.** 10am 30<sup>th</sup> July new Highway Engineer meeting. It was AGREED to share the list which was previously shared with Steve White. It was AGREED to re-circulate the highway list to everyone to agree. It was suggested to invite the Church, the Rugby Club and The Village Hall representatives to the meeting.
- f. **Neighbourhood Plan** –Clerk to arrange a meeting with NNDC for September. GH
- g. **New Noticeboard**  
A new noticeboard welcoming people to High Kelling and including some information about High Kelling's history was discussed. It could

be something that would suit a grant funding opportunity. Information could be taken from the Birth of a Village Book. Clerk to get quotes on the artwork for a noticeboard and add to the next agenda. GH

- h. It was noted that there is a welcome pack available which included the Birth of the Village Book and the latest edition of the Holt Chronicle, to give to new residents. It was also agreed to include a questionnaire on why the resident moved to High Kelling. Cllr Duncan Henderson stated that he was now the co-ordinator of the packs. It was agreed that a map would be included and a questionnaire for new residents. It was AGREED to create some packs for Duncan to keep and then the Cllr living the closest would deliver the pack.

## 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 are working with County Cllr Eric Vardy on funding for the grass areas in front of the Village Gates.
- b. Community Speedwatch – the group are still going out regularly.
- c. SNAP – Clerk to circulate the date of the next meeting.
- d. Holt Area Patients Participation Group – discussions were mainly around the closure at Blakeney. The surgery are hoping to have a dispensing machine for prescriptions, also thinking of putting one outside the surgery out of hours using S106 funds.

## 6. Finance

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

Cheverton Printers – Invoice 55757	£210.00
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Wix Website (Clerk expenses)	£201.60
NALC – invoice 2000 – Payroll Services	£115.20
Litter Pick Expenses (Cllr expenses)	£27.05
Locum Clerk Salary – June and July	£434.66
HMRC –	£103.60
High Kelling Village Hall Invoice 1713	£36.00

**b. To receive and consider any further Late Invoices (received after publication of this agenda).**

Late Invoices to be considered –

- £500 for St. Andrew's Church to cover the printing of the history booklet £246, refreshments £120, public toilets £216. It was AGREED to contribute £500 in total to the Church towards the centenary celebrations. It was noted that Cllrs asked for a copy of the pdf to allow HKPC to print further copies for local residents, to be include in the new welcome packs.
- £252 gardening invoices (£36 x 7 invoices) paid to Cllr Susan Rutherford as Cllr expenses.
- £50 for plants. Cllr expenses for Cllr Peter Rutherford. Receipts to be provided to the Clerk.
- It was noted that the Village Store still have an outstanding invoice for the Birth of the Village Book.

**c. To receive payments, receipts, and bank reconciliation since the last meeting.**

Payments of £932.31 plus the above payments listed were PROPOSED by Cllr Jan Kemp and SECONDED by Cllr Susan Rutherford and AGREED by all. The total receipts to date of £7550.35 and total payments to date of £3357.89 total payments (excluding those listed above) were noted. The Bank Reconciliation can be seen at Appendix B.

It was confirmed that the accounts (to date) have been checked by the Internal Control Officer Cllr Philip Fejer. Clerk to ensure all payments are made. GH

- d. Clerk noted that the Budget needs to be circulated at every meeting. Clerk to add budget to Scribe and circulate the budget report prior to the Parish Council meetings. GH
- e. Clerk to add advertising rates to the next agenda for discussion. GH

## 7. CORRESPONDENCE

- a. Cllrs asked the Clerk to contact NCC and ask for The *For Sale* sign located at Pineheath junction with A148, a to be removed. GH

## 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. Staffing – see Confidential Appendix C
- b. It was noted that personnel procedures need to be discussed at the next meeting. Clerk to send the NALC Grievance and Disciplinary policy around to Cllrs for comments prior to the meeting. GH
- c. It was AGREED that a training audit be undertaken to keep a record of and identify any areas, whereby further training was needed. GH

Next scheduled Full Council Meeting

**Tuesday 17<sup>th</sup> September at 7pm at High Kelling Village Hall**

Meeting ended 9.02pm

## **Appendix A – NCC Report**

### **Get creative with the Summer Reading Challenge at Norfolk libraries**

With the school holidays just around the corner, you may already be trying to think of ways to keep children occupied. Look no further than the Summer Reading Challenge, which launched in Norfolk libraries on Saturday (6 July).

All children aged four to 11 are invited to take part in this year's challenge, Marvellous Makers, which celebrates children's creativity and storytelling abilities.

Developed by The Reading Agency in partnership with Create, a leading arts charity, and public libraries, children are being encouraged to explore new books and stories while taking part in free activities - from arts and crafts to music, dance and more.

When children sign up, they receive a free pack that follows the Marvellous Makers characters as they try to find creative objects that have gone missing thanks to a cheeky squirrel. Each time children finish a book they can collect a special sticker from the library to add to the pack. On completion of the challenge, children will receive a certificate and a medal.

The library service recommends reading around six different books, but children can set their own reading goals. There is also a mini-challenge available so that pre-school children don't miss out.

You can take part at your local library, where children can borrow and read books, eBooks and audiobooks of their choosing. For inspiration about what to read, there's a Marvellous Makers booklist, which includes picture books, early readers and non-fiction books. But children can read anything as part of the challenge – from comics to recipe books – so they don't have to stick to the booklist.

Taking part also significantly helps improve children's reading confidence, which is so important ahead of their return to school in the autumn.

To take part in the Summer Reading Challenge, just drop into your local library and ask to register your child. If you are not already a member of the library, joining is free and easy (you will need to bring proof of address, such as a utility bill). Children will receive their own library card and there are no overdue fees on children's library cards.

If you can't make it to a library, children can also take part via the official Summer Reading Challenge website, where they can sign up for a free challenge profile and get book recommendations.

In 2023, more than 11,000 children took part in the Summer Reading Challenge in Norfolk, helped by schools across the county getting behind the challenge.

You can find out more about the Summer Reading Challenge including all the activities on offer in Norfolk libraries at [www.norfolk.gov](http://www.norfolk.gov).

## **Norfolk and Suffolk awarded joint Local Visitor Economy Partnership Status**

Norfolk and Suffolk have joined the new national framework of VisitEngland-accredited Local Visitor Economy Partnerships (LVEP) after a successful bid by Visit East of England supported by Norfolk County Council and Suffolk County Council.

Developed and administered by VisitEngland, the national portfolio of strategic and high-performing LVEPs support collaborative working locally and nationally on shared priorities and targets to grow the local visitor economy.

The creation of LVEPs was part of the UK Government's response to the recommendations of The de Bois Review: an independent review of DMOs in England, to reshape destination management across England, reducing fragmentation and bringing coherence to its DMO landscape.

Visit East of England chair Andy Wood said, "We're delighted that Suffolk and Norfolk County Councils have worked with us to make this successful joint LVEP application. We've brought together all the destination organisations and local authorities in the past few years, and this excellent news means we can grow that collaborative approach and deliver more for what is our largest industry sector and biggest employer."

As well as a nationally recognised official status, LVEPs have access to resources and guidance from VisitBritain/VisitEngland in areas including expert advice, dedicated toolkits and training programmes in areas ranging from product distribution, accessibility and sustainability to business support and marketing. An important strand of support will be highlighting available Government funding streams as well as developing and providing a 'toolkit' to help LVEPs with bids to those streams.

Working together, the LVEPs are ensuring England continues to be a compelling destination for both domestic and international visitors. As Suffolk-Norfolk is established as a LVEP, VisitEngland will provide ongoing support including a dedicated regional lead

### **Improved sexual health awareness leads to increase in STI testing across Norfolk**

**Testing for sexually transmitted infections (STIs) is on the rise in Norfolk, amid increased public awareness about the importance of sexual and reproductive health.**

**A report, presented to Norfolk County Council's People and Communities Committee, revealed that there was a 3.3% increase in testing for STIs across the county in 2023.**

**The increase in testing for chlamydia (excluding the National Chlamydia Screening Programme, (NCSP)), gonorrhoea, syphilis, and HIV, was higher than that seen in the East of England region (3.1%) though lower than the 8.4% increase seen in England.**

**Alongside the increase in testing, new STI diagnoses (excluding those from the NCSP) rose by 2.1% - however this remains markedly below the increase in England (8%).**

**The report also contains findings on the county's long-acting reversible contraception (LARC) rate, showing that prescription per 1,000 of the resident female population aged 15-44 years increased to 54.1 (from 46.5 in 2021), which is markedly higher than the England (44.1) and East of England (43.8) rates.**



**Conversely, Norfolk's abortion rate per 1,000 resident female population aged 15-44 years increased to 15.8 in 2021 (from 15.1 in 2020). This remains below both the England (19.2) and East of England (17.8) rates. The paper shows that young people aged 15-24 in Norfolk bear the highest burden of newly diagnosed STIs and are more likely to become re-infected. Meanwhile the recent trend of new HIV diagnoses shows no significant change and late HIV diagnosis remains an issue both in the general population and among gay, bisexual, and other men-who-have-sex-with-men (GBMSM).**

**The figures come as Public Health works towards a five-year vision for Norfolk to ensure residents can make safe, informed choices regarding their reproductive and sexual lives, to know where to access contraception and STI services, receive timely intervention, and to live well regardless of who they are or where they reside.**

## **Wet summer raises autumn flood risk in Norfolk**

The Norfolk Strategic Flooding Alliance (NSFA) , 23 July 2024

09:27

Residents are being urged to think how they can protect their homes from flooding after a wet spring and cool summer is set to bring the threat of rising waters to Norfolk earlier than normal this year.

The three months to June saw abnormally high levels of rainfall in the country, compound the previous six months' worth of exceptional rain: as a result, this year Norfolk is at risk of flooding faster and earlier than in previous years.

Groundwater levels remain high, while Environment Agency readings show that East Anglian river flows in June were up to 172% the long term average as additional water remains trapped in the system.

Using the summer months to check your house and prepare for possible flooding may make the difference between thousands of pounds of flood damage and keeping your home and family safe.

Henry Cator, Chair of the Norfolk Strategic Flooding Alliance (NSFA), said: "For many people in Norfolk the memory of last winter's floods is still fresh, but because of the wet spring and summer we've experienced we have no time to relax. There's a real chance of flooding earlier than usual this year, which means homeowners can't afford to wait until the autumn to prepare: we all need to start thinking, planning and acting now to keep our properties safe and dry this winter."

High groundwater levels mean there is less capacity for water to be soaked into the ground, making alternative means of moving water away from your home even more important. Guttering, ditches and drains need to be free of blockages to avoid water building up around your home, while installing water butts can give your property additional storage to avoid water pooling on the ground.

Owners of properties in at risk areas can also made additional preparations. This range from simple approaches, such as keep valuables upstairs and keeping bricks stored ready to raise up furniture in the event of a flood, to investigating the wide range of

property flood resilience products available, from emergency barriers and self-expanding sandbags to non-return valves for household drainage pipes and waterproof front doors.

We've all noticed the poor weather we've had and the lost opportunities for BBQ's and other outdoor pastimes this summer.

When rain falls over winter, it soaks down through the ground to join the groundwater. As more and more rain falls, the groundwater levels get higher and higher, leaving less capacity for subsequent rainfall to be soaked up. In most years the warm, dry weather through spring and summer allow the groundwater to return to normal levels before the more intense rainfall of the autumn arrives.

This year, groundwater levels remain high across East Anglia, with all catchments demonstrating above normal, notably or exceptionally high levels compared to the long-term averages. When intense rainfall begins, this leaves less capacity for the water to be soaked up by the ground, increasing the risk of flooding.

## Appendix B – Bank Reconciliation

### High Kelling Parish Council

15 July 2024 (2024-2025)

Prepared by:

Approved by: Date:

Date:

*Name and Role (Clerk/RFO etc)*

*Name and Role (RFO/Chair of Finance etc)*

#### Bank Reconciliation at 26/06/2024

Cash in Hand 01/04/2024 12,083.61

#### ADD

Receipts 01/04/2024 - 26/06/2024 7,550.35

19,633.96

#### SUBTRACT

Payments 01/04/2024 - 26/06/2024 2,628.51

**A Cash in Hand 26/06/2024 17,005.45**

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 26/06/2024 0.00

Co-operative No 2 Account 26/06/2024 17,172.70

**17,172.70**

#### B

Less unrepresented payments

Plus unrepresented receipts

**Adjusted Bank Balance 17,005.45**

17,005.45

167.25

**A = B Checks out OK**

**Appendix C – Confidential**

Redacted.