



HIGH KELLING PARISH COUNCIL – AGENDA NOTICE

A **FULL PARISH COUNCIL MEETING** will be held on **Tuesday 16th January 2024** at 7.00 pm at High Kelling Village Hall. *All Parish Councillors are hereby summoned to attend.*

Please advise the clerk if you are unable to attend this meeting.

Gemma Harrison

Locum Clerk to High Kelling Parish Council

10th January 2024

1. Administrative:

- a. To receive apologies for absence
- b. To receive declarations of interest in relation to any item on the agenda.
- c. To receive & approve the minutes – The full council meeting Tuesday 21st November 2023.
- d. Matters Arising on the minutes (for information only and not included on the Agenda)
 - Dog bin
 - Defib Plaque
 - Agree a date for the Budget Meeting

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

- a. To receive the crime report from the Police and permit members of the public to raise matters relating to High Kelling.
- b. To receive reports from the District and County Councillors and permit members of the public to raise matters relating to High Kelling.
- c. Public participation. – maximum 15 minutes.

3. Planning

- a. To *receive and consider* any **planning applications**, namely;
 - PF/23/2701 – 22 Pineheath Road, High Kelling, Holt.
- b. To *receive* any update from the clerk on planning decisions.

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

- a. Welcome Pack – to discuss providing a welcome pack for new residents including whether to reprint/update the Directory.
- b. Noticeboards – to discuss updating the parish noticeboards.
- c. Village Gate – to discuss the repair to the village gate on the south side of the A148.
- d. Funding Forum – to discuss establishing an external funding forum and internal funding subgroup.
- e. To agree the Terms of Reference for the Personnel Committee.

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
- b. Community Speedwatch
- c. SNAP
- d. Holt Area Patients Participation Group

6. Finance

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

Cheverton Printers – Invoice 54702	£225.00
Payroll Provider – MW Bookkeeping Dec and Jan	£20.00
NALC – Trainers Travel Expenses	£27.90
Locum Clerk Salary – Dec and Jan	£422.08
HMRC –	£52.60

- b. To receive and consider any further **Late Invoices** (received after publication of this agenda).
- c. To receive the **Bank Reconciliation**.

7. CORRESPONDENCE

Clerk to report to the meeting any correspondence received.

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 – (Recruitment of new Clerk)

Next scheduled Full Council Meeting
Tuesday 19th March at 7pm at High Kelling Village Hall