

HIGH KELLING PARISH COUNCIL

Minutes of the Virtual Meeting held on Tuesday 19th January 2021 at 7pm via Zoom

Attending: Cllr David Carter (Chairman), Cllr Gordon Lane (Vice-Chair), Cllr Robin Johnson, Cllr Duncan Henderson, Cllr Jan Kemp, Cllr Patrick Kelly, Cllr John Mangan, Cllr Robert Prescott, Cllr Susan Rutherford, District Cllr Duncan Baker, and Parish Clerk Gemma Harrison. 1 member of the public was present.

1. Administrative

- a) Cllr Butikofer gave her apologies.
- b) Cllr Carter declared an interest in item 4a as he lives on an unadopted road.
- c) The minutes of the last Parish Council dated 19th November were PROPOSED as accurate and correct by Cllr Lane and SECONDED by Cllr Rutherford and AGREED by all.
- d) Matters Arising. None.

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

- a) Cllr Baker gave his report from NNDC. Cllr Baker stated Local elections will be going ahead in May. NNDC are encouraging residents to register for a postal vote. Cllr Baker gave an update on the vaccinations and believe figures have been under reported with many elderly having already received their first vaccination. Cllr Baker Stated that the Holt Surgery Team have been fantastic, staff have been working incredibly hard. North Norfolk is on target to have vaccinated the top 4 categories by 15th February. Cllr Henderson stated he was aware that they were making good progress with vaccinating healthcare staff. Cllr Rutherford thanked Cllr Baker for his detailed communication updates.
- b) Cllr Baker left the meeting at 19.23

Public Participation

A member of the public came to the meeting and commented on how pleased they were with the level of support given by the Parish Council throughout the pandemic. In particular, Cllr Mangan has done a fantastic job in bringing the community together.

3. Planning

a) To ratify decisions made by email consultation and consider new applications since the last meeting.

- PF/20/2576 – Penny Farthing, Cromer Road, NR25 6QZ
Cllrs voted no objection but asked for a planning condition to ensure the annexe cannot be used as a holiday let. This was PROPOSED by Cllr Lane, SECONDED by Cllr Rutherford and AGREED by all.
- PF/20/2424 – Holt Medical Centre Cllr Kemp PROPOSED to support the application, this was SECONDED by Cllr Johnson and AGREED by all.
- PF/20/1893 Warren Farm Barns, Warren Road. Clerk to write to NNDC to make sure the developers are aware that the wind farm proposal involves compulsory purchasing part of the track leading to the development.
- PF/20/2620 - High Kelling - Birkfield House, Bridge Road. Cllr Johnson PROPOSED no objection, this was SECONDED by Cllr Rutherford and AGREED by all.

b) To *receive and consider* any **late planning applications** (received after publication of this agenda). None.

c) To *receive* any update from the clerk on planning decisions. None. Cllr Carter reported concerns from a local resident regarding a clause attached to the sale of the adjacent property.

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

- a. Road Signs on Unadopted Roads. Cllr Carter stated that he had been asked whether the Parish Council would consider installing a no through road sign on Heathfield Close. Cllr Rutherford supported the proposal on health and safety grounds. The unadopted road looks on most maps to be a through road and can be very confusing. Cllr Mangan supports the point Cllr Rutherford made. Cllr Lane received a quote for £9.52 plus VAT for the no through road sign to be made. Cllr Rutherford PROPOSED the purchase of the

- sign as there was a clear rationale for it due to health and safety reasons, this was SECONDED by Cllr Mangan and AGREED by all.
- b. Refurbishment of the Village Sign. Clerk to chase the contractor at the end of the month and offer help from Cllrs.
 - c. Old Pineheath Care Home. The care home is still empty, planning permission does not allow the houses located here to be sold on the open market. There is a planning clause which requires the residents of the homes to be receiving care from the main care home which has closed.
 - d. Encroaching vegetation onto footpaths within the Parish. Clerk to ask Highways to send a letter to affected properties.
 - e. Covid 19 – Parish response. The Chronicle has provided residents with an update on Covid 19. Cllr Carter said that a parishioner has requested articles about Covid on the noticeboard. Cllr Carter suggested putting up a Covid Notice. This was PROPOSED by Cllr Carter and SECONDED Cllr Rutherford and AGREED by all. The notice would direct people to the Government website for the most up to date information.
 - f. Parish Chronicle update. A huge thank you for everyone's contribution. Cllr Rutherford appreciates what everyone has done.
 - g. A418 Hedge clearance. It was suggested that if the footway along the A148 was Cleared to the right level then the Parish Council could look after it in the future. Cllr Lane cleared back a section as much as he could and the part of the footway which was nearer tarmac was easy to do, however, the path goes back a lot further and the vegetation needs to be physically cut and material moved. Clerk to ask Highways to see if the clearance work of the footway could be included in the Parish Partnership Scheme.
 - h. Recruitment of new Clerk update. Agreed job description, agreed advert, PROPOSED Patrick and Seconded Cllr lane and AGREED by all, 3 weeks advertising.
 - i. Bus Shelter – need tiles replacing. The corner tile needs repairing. Cllr Rutherford stated that she would approach East Coast Roofing to see if this was something they would be able to do.

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 – Cllr John Mangan. Not a lot to report as the Village Hall has been closed since November due to lockdown. In December the roof was repaired (after recent storms) and money has been received from the insurance company.
- b) Community Speedwatch- Cllr Robin Johnson. The team went out before Christmas but are now banned due to lockdown. Cllrs stated that they believed the traffic on the main road (A148) has increased. Clerk to report to the Police. The SAM2 is now back on the A148.
- c) SNAP – Cllr Robin Johnson. No meeting has taken place.
- d) Holt Area Patients Participation Group – Cllr Rutherford has approached the Chair of the group and will report back at the next meeting.

6. Finance

- a. *To receive & consider the **Accounts to be paid to date since the last meeting***: Cllr Johnson PROPOSED the payments which were SECONDED by Cllr Rutherford and AGREED by all.

CHEVERTONS PRINTERS	£190
ICO Fee – Paid by Gemma Harrison	£40
NNDC Dog Bins	£436.80
Total	£666.80

- b. *To receive and consider any further **Late Invoices*** (received after publication of this agenda). None received.
- c. *To receive the **Bank Reconciliation** for month end December 2020*. The bank reconciliation was circulated prior to the meeting and can be seen at Appendix A. The reconciliation was AGREED by all.
- d. To approve the Budget for 21/22. The Clerk took Cllrs through the budget which was circulated prior to the meeting. Cllr Carter PROPOSED THE

21/22 budget, and it was SECONDED by Cllr Rutherford and AGREED by all. The budget is available on the Parish Council website.

- e. To approve the Parish Precept for 21/22. As a result of the budget for 21/22 it was PROPOSED by Cllr Lane to have a precept of £6482 this was SECONDED by Cllr Mangan and AGREED by all. This precept will result in a charge of £21.20 for a Band D property, a 12 pence rise from last year.

7. CORRESPONDENCE

- a. Postal Votes – NNDC are encouraging everyone to register for a postal vote ahead of the elections in May.
- b. Selbrigg Rd standing Water – A report was received regarding standing water on the Selbrigg Road. Highways have attended the site and resolved the problem.
- c. Holt Hall has been successful in being registered as an Asset of Community value.
- d. Cllr Mangan gave an update on the windfarms and is keen for High Kelling Parish to add weight to the offshore network proposals. Cllr Mangan suggested a donation towards the shortfall of the ongoing Judicial Review. The decision has been deferred so Cllr Mangan can get some more information on what the shortfall is and whether other Parish Council's have contributed.

Meeting Ended 9.08pm

Appendix A – Bank Reconciliation

High Kelling Parish Council

16 January 2021 (2020-2021)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/12/2020		
Cash in Hand 01/04/2020		
ADD		
Receipts 01/04/2020 - 31/12/2020	10,840.49	A
SUBTRACT	7,088.98	
Payments 01/04/2020 - 31/12/2020		
Cash in Hand 31/12/2020		
(per Cash Book)		
17,929.47		
4,163.40		
13,766.07		
Cash in hand per Bank Statements		
Cash 31/12/2020		
Co-operative No 2 Account 31/12/2020	0.00	B
Less unpresented payments	13,798.67	
Plus unpresented receipts		
Adjusted Bank Balance		
13,798.67		
32.60		
13,766.07		
0.00		
13,766.07		
A = B Checks out OK		