



HIGH KELLING PARISH COUNCIL

7 Bridge Close, Cromer, NR27 0FJ
Locum Parish Clerk/RFO: Gemma Harrison Tel: 07812384889
e-mail: highkellingclerk@gmail.com

Dear Councillors,
You are summoned to attend the Parish Council Meeting of High Kelling Parish Council at **7.00pm** on Tuesday 17th September at High Kelling Village Hall, 15 Avenue Road, High Kelling, NR25 6RD

Gemma Harrison
Locum Parish Clerk/RFO

11th September 2024

AGENDA

PARISH COUNCIL MEETING

1. Administrative:

- a. To receive apologies for absence.
- b. To receive declarations of Interest and requests for dispensations by councillors in any of the agenda items listed.
- c. Minutes of the Parish Council Meeting held on 16th July 2024 to be approved.
- d. Matters Arising on the Minutes (for information only and not included on the Agenda).
 - Neighbourhood Plan 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/24/1562 Brackenwood, Cromer Road.
- b. To *receive* any update from the clerk on planning decisions received since the last meeting.

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

- a. Feedback from the Funding Sub- Group – Parish Partnership Scheme 24/25
- b. SAM2 – locations and maintenance to be agreed.
- c. To discuss quotes received for an interpretation board highlighting the history of the village.
- d. To agree the advertising rates for 2024/25 for the High Kelling Chronicle.

- e. To approve the new HKPC Grievance and Disciplinary Policy (circulated prior to the meeting).
- f. To review the Training Audit Including a review and implementation of Council training on employment matters.
- g. To discuss the NCC urban grass cutting offer and agree a way forward.
- h. To discuss the bridge (on Bridge Road), its history and whether Cllrs support the idea of traffic improvements (to make the crossing of the bridge safer).
- i. To agree ongoing maintenance costs for the pollinator beds and grass cutting.

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 56249	£180
Annual Scribe Subscription	£227.52
NALC – invoice 2074 – Payroll Services	£30.00
Locum Clerk Salary – August	£217.33
Locum Clerk Salary - September	TBC
HMRC –	£51.80 (Aug)
High Kelling Village Hall Invoice 1724	£23.00

- b. *To receive and consider any further **Late Invoices** (received after publication of this agenda).*
- c. *To receive payments, receipts, and bank reconciliation since the last meeting.*
- d. *Internal Control – confirmation that the accounts have been checked by the Internal Control Officer and any queries to be recorded.*
- e. *Budget – the budget to be reviewed and shared with Cllrs.*
- f. *To note the exemption certificate from PKF Littlejohn.*

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

Next scheduled Full Council Meeting

Tuesday 19th November at 7pm at High Kelling Village Hall