



HIGH KELLING PARISH COUNCIL

48 Christophers Close, Northrepps, 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 19th November at High Kelling Village Hall, 15 Avenue Road, High Kelling, NR25 6RD

Gemma Harrison
Locum Parish Clerk/RFO

13th November 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 17th September 2024 and the Extraordinary Minutes of the meeting held on Tuesday 5th November 2024 to be approved.
- d. Matters Arising on the Minutes (for information only and not included on the agenda).

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**.
- b. To *receive* any update from the clerk on planning decisions received since the last meeting.
- c. To ratify HKPC's planning comments for PF/24/1892 Pineheath Care Home.
- d. To note the further consultation on proposed changes to the NNDC Local Plan.

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

- a. Feedback from the Funding Group.
- b. Review of the consultation feedback.
- c. SAM2 – Clerk to provide an update.
- d. To discuss the first draft of the Village Information Board.

- e. To discuss holding a winter litter pick and path clearance working party.
- f. To approve the new HKPC Equalities Policy (circulated prior to the meeting).
- g. The Clerk to provide an update on the Training Skills Audit.
- h. To discuss the NNDC Affordable Homes e-mail, (circulated prior to the meeting).
- i. To discuss setting up a Budget Planning Subgroup.
- j. To discuss the maintenance of trees in High Kelling (non- residential).
- k. To discuss the new Voewood sign on the corner of Bridge Road.

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 56578	£230
Cheverton Printers – Invoice 56710	£190
Locum Clerk Salary – October	£217.33
Locum Clerk Salary - November	TBC
HMRC –	£51.80 (Oct) Nov TBC
High Kelling Village Hall Invoice 1754	£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 – Clerk to circulate the draft budget for 25/26.
- f. To agree to change the address for the bank statements.

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 21st January at 7pm at High Kelling Village Hall