

HIGH KELLING PARISH COUNCIL

Minutes of the Virtual Meeting held on Tuesday 15th September 2020 at 7pm via Zoom

Attending: Cllr David Carter (Chairman), Cllr Gordon Lane (Vice-Chair), Cllr Robin Johnson, Cllr Duncan Henderson, Cllr John Mangan, Cllr Robert Prescott, Cllr Susan Rutherford, Cllr Jan Kemp, District Cllr Duncan Baker, County Cllr Sarah Butikofer and Parish Clerk Gemma Harrison. No members of the public were present.

1. Administrative

- a) Cllr Kelly gave his apologies (due to a family commitment). The apologies were accepted.
- b) Cllr Lane declared an interest in item 3a as he is the Vice Chair of the High Kelling society.
- c) The minutes of the last Parish Council meeting required a couple of amendments. Cllr Prescott was present at the July Meeting, this needed recording in the minutes, a request was also received for an amendment on August minutes to remove the word fulfilling from section two. The amended minutes of the meeting held on Tuesday 21st July and the Extraordinary Meeting held on 19th August were PROPOSED as accurate and correct by Cllr Prescott and SECONDED by Cllr Mangan and AGREED by all.
- d) Matters Arising
 - VE VJ booklet has gone down well with 200 copies produced and 150 copies taken.
 - Holt Area Patients Group - The Clerk provided an update whereby she informed Cllrs that she had spoken with the Receptionist and asked for a call back from the Practice Manager. The group are currently not meeting due to Covid 19.
 - No further update on the resurfacing of the road outside the Village Hall.

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

- a) No report from the Police. Clerk to report to the Police the racism graffiti which has taken place in the parish.

- b) Cllr Baker gave his report from NNDC. There has been 52 million pounds given to 5000 businesses in North Norfolk, the discretionary grant scheme gave an additional 1.4 million pounds to a further 140 businesses. North Norfolk was one of the biggest areas to use the *eat out to help out scheme*. North Norfolk is one of only 20 counties not seeing a rise in infection rates.
- c) The spine road through the new Lovell Development is due to be opened in Holt on 12th October. This will relieve the pressure on Hempstead Road. The Appeal date for the Archery site in High Kelling is due to be announced soon. Electric Charging points are available in Holt and Budgens has submitted a temporary store planning application. This temporary application will be closely followed by an application for the permanent building.
- d) County Cllr Sarah Butikofer gave her report and stated that NCC had a deficit of 45 million pounds. NCC have introduced their own track and trace system in collaboration with NNDC. Everyone is currently waiting for the Government White Paper on Devolution which is where larger Councils are broken down to form smaller Unitary Councils. Holt Hall is being looked at and Cllr Butikofer stated she is keen to save the building. Norfolk Records Office is now open and Holt Library is now open.
- e) No members of the public were present.

3. Items for decision / discussion by the Parish Council

- a) High Kelling News – The Parish Council AGREED last month that we should have a formal publication to serve the Parish of High Kelling. The Engagement and Communication Group met up to discuss the new publication in more detail. Cllr Lane shared the details discussed from the meeting.
- b) Cllr Baker and Cllr Butikofer left the meeting at 19.49.
- c) Cllr Mangan has concerns about putting the directory online, there are concerns about GDPR and the Parish Council need to ensure everyone is aware of the implications of an online directory. Clerk reassured everyone that GDPR guidelines would be followed.
- d) After discussion Cllr Lane summarised that the title of the publication is called The High Kelling Parish Chronicle and that the first edition will be printed in January 2021, the Chronicle will be published once a month and be A5 in size,

this was PROPOSED by Cllr Rutherford and SECONDED by Cllr Prescott and AGREED by all.

- e) Cllrs will take on an element of responsibility for the publication. Cllr Rutherford will work with Sue Ruru to compile the magazine. The Chair (Cllr Carter) and Vice-Chair (Cllr Lane) will be responsible for proof reading and signing off the monthly edition, Cllr Henderson volunteered to pick up and help organise the delivery of the magazine. The Clerk will be responsible for advertising in the magazine.
- f) Costings of the magazine were discussed, these varied depending on size but an estimate of about £760 pounds a year was discussed this would be 4 sheets of A4 and 12 sides of a folded magazine. Cllr Carter PROPOSED that the council use 4 pages of A4 with estimated costings of £760 a year, this was SECONDED by Cllr Henderson and AGREED by all. The Clerk informed Cllrs that the Parish Council financial budget can easily cope with the anticipated costs.
- g) Covid Questionnaire – Cllr Rutherford to circulate proposed questions. The aim is for the questionnaire to go out in the first edition of The Parish Chronicle.
- h) Village email go in the Chronicle – Clerk to arrange meeting for comms in October.
- i) Highways Issues – Clerk to ask NCC Officer Steve White for a walkabout in High Kelling with Cllr Henderson and Cllr Lane to look at several Highway issues including the widening of the footway and clearing debris on footways.
- j) The refurbishment of the Village Sign was discussed, the Clerk had struggled to get quotes as many companies did not refurb wooden signs and instead quoted for a replacement. Cllr Carter suggested approaching a local gentleman who may be interested in carrying out the restoration. Clerk will also continue to get quotes.
- k) It was agreed that *Sponsored planting* be deferred to Novembers Agenda.

4. Planning

- a) No planning decisions were made since the last meeting.
- b) The Parish Council have been consulted on 3 Planning Applications.
PF/20/1252 Heathcot, Cromer Road. Cllrs are concerned about reduced visual sight lines, Clerk to raise concerns with Highways and ask them to confirm the highway boundary. It is felt that the hedge will need to be removed in order for the fence to be erected. It was AGREED by all to OBJECT to the planning application on the grounds that the application implies that the fence would be constructed on the outside of the hedge, which would obstruct

visibility. Cllrs also commented on the accuracy of the plan which showed the access as being on A148 instead off Bridge Road.

PF/20/1492 Timbers, 8 Avenue Road – Cllrs all AGREED No objection.

PF/20/1312 Birkfield House, Bridge Road – Cllrs all AGREED no objection.

- c) No late planning applications or decision notices have been received.

5. Transport and Representatives on Outside Bodies

- a) Village Hall – Cllr Mangan gave his report stating the Village Hall re-opened on 14th September and now table tennis, bowls, art lark and making art are all taking place. John Kellas-Kelly has done a sterling job in making the hall covid secure.
- b) SNAP – no meeting has taken place.
- c) Community Speedwatch – The team have started up again and been out a couple of times. The team has welcomed some more volunteers which is fantastic.
- d) Holt Area Patient Group – Discussed above at 1D.

6. Finance

- a) The payments are included on the Agenda and form part of the Financial Statement. Cllr Lane PROPOSED that the payments are accepted this was SECONDED by Cllr Kemp and AGREED by all.
- b) The Bank Reconciliation was circulated prior to the meeting and can be seen at Appendix A.

7. Correspondence

- a) The Parish Council have been consulted on the Draft Coastal Adaption Supplementary Planning Document. Cllr Carter and Cllr Kelly will look at the document in more detail and circulate their draft comments to Cllrs.

The Meeting ended at 20.53

Appendix A – Bank Reconciliation

High Kelling Parish Council

15 September 2020 (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 31/08/2020		
Cash in Hand 01/04/2020		
ADD		
Receipts 01/04/2020 - 31/08/2020	10,840.49	A
SUBTRACT	3,920.98	
Payments 01/04/2020 - 31/08/2020		
Cash in Hand 31/08/2020		
(per Cash Book)		
14,761.47		
2,101.06		
12,660.41		
Cash in hand per Bank Statements		
Cash 21/07/2020		
Co-operative No 2 Account 30/06/2020	0.00	B
Less unrepresented payments	12,810.41	
Plus unrepresented receipts		
Adjusted Bank Balance		
12,810.41		
150.00		
12,660.41		
0.00		
12,660.41		
A = B Checks out OK		