



HIGH KELLING PARISH COUNCIL

Draft Minutes of the High Kelling Council Meeting held on Tuesday 19th September at 7pm in the Village Hall

Cllr P Rutherford Chair
Cllr J Kemp
Cllr D Henderson
Cllr S Rutherford

Cllr Eric Vardy (Left Meeting after his Report)
Cllr M Batey (Remained throughout Meeting)

Clerk – Jane Wisson did not attend. She has resigned with effect from 30th September 2023 and had decided to take annual leave for the period 1.9.23 to 30.9.23 without asking permission to do this.

FULL COUNCIL MEETING

A minute's silence was observed for Col (retired) Gordon Lane CBE who served as both a Councillor and Vice Chair of the Parish Council in High Kelling with great distinction and boundless enthusiasm. His untimely death is a great loss to our village.

1. Administrative:

- a. To receive apologies for absence – both Cllr Pearman (Vice Chair) and Cllr Fejer offered apologies.
- b. To receive declarations of interest in relation to any item on the agenda – Cllr P Rutherford (Chair) Treasurer of the Village Hall Committee.
- c. To receive & approve the minutes – The full council meeting July 2023- Despite numerous reminders by Cllr P Rutherford (Chair) minutes were not received from the Clerk. As producing Minutes is a statutory requirement of the Clerk it is expected that these will be produced as part of the Clerk Handover before 30th September 2023.
- d. Matters Arising on the minutes (for information only and not provided on the agenda) – None – see 1c

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

- a. To receive reports from the District and County Councilors and permit members of the public to raise matters relating to High Kelling. – The Clerk did not forward the Reports to the Cllr's as required but will be forwarded after the Meeting.
- b. Public participation. – maximum 15 minutes – none

3. Finance

- a. To receive & consider the **Accounts to be paid** – No Accounts to be paid received from the Clerk. Cllr Peter Rutherford and Cllr J Kemp to pursue in the Clerk handover. They will also pursue clarification in respect of the Bank Mandate in the light of the Clerk resignation.
- b. To receive and consider any further **Late Invoices** (received after publication of this agenda). – No Late invoices received.
- c. To receive the **Bank Reconciliation** for months July and August 2023 – No Bank Reconciliation provided by Clerk see 3a.

4. Planning

- a. PF/23/1255 Auriol, Vale Rd, High Kelling NR25 6RA – Approved with the following condition: that the outbuilding could not be used for holiday accommodation.
- b. To receive and consider any **late planning applications** (received after publication of this agenda) no late applications received.

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

- a. Purchase and siting of additional Dog Waste Bin –Authorised to purchase but implementation not progressed by Clerk. This will be progressed by Cllr Peter Rutherford.
- b. SAM2 Costings and funding and possible collaboration with other Parish Councils – A costing has been received by Cllr P Rutherford which has been circulated to all Councillors. The total cost of the quote from Westcote is: Portable SAM2 with Slow Down Legend including 2 batteries bracket and clamps £3175 plus Data Collection Unit £379 and IOW solar panel £350 =£4104 plus VAT 20% £820 = Total £4924.80.
The Councillors discussed that a SAM2 had been previously shared but it was now appropriate to have sole use of a SAM2 due to the high priority given to speed control on the A148 by the villagers. Cllr Eric Vardy has agreed to consider part funding and any balance can be requested as part of a Parish Partnership Grant bid. The deadline for this Bid is 8th December 2023. It was also confirmed that Speedwatch did not have the people resources to assist any other Parish particularly now that they were committed to attending at different days and times.
- c. Updated list of Councillors for Website and Notice Boards – Cllr S Rutherford will prepare this list as it is a long outstanding action of the Clerk. Cllrs are requested to send their pictures and contact details directly to her.
- d. Parish Plan Update – The Parish Plan Update was circulated to Councillors and it was unanimously agreed that the document reflects the current position. An Operating Plan will be produced in conjunction with a newly appointed Clerk.
- e. Appointment of new Parish Clerk. Handover arrangements for interim period- It was agreed that Cllr P Rutherford would explore the possibility of a locum ahead of recruiting to the role of Parish Clerk. The role would be advertised with effect from 27th September 2023 and the closing date would be 31st October 2023. The interviews will be held on 14th November ahead of the next Parish Council meeting.
- f. Appointment of Working Group to discuss funding Opportunities. Terms of Reference to be agreed – A funding meeting chaired by Cllr Pearman will be held on 31st October 2023 for which Cllr Pearman will circulate draft terms of reference.

- g. Meeting with Steve White of NCC to discuss Highway concerns on 31st October- A pre meeting will be held at 9.30 am ahead of a meeting at 10.00am with Steve White in the Village Hall.
- h. Arrangements for co-option for additional Parish Councillors – This will be discussed at the next Parish Council Meeting.

6. Transport and Representative Feedback

- a. High Kelling Village Hall Committee – No report
- b. Community Speedwatch – Agreement to incorporate different times and days into the schedule with the Chair of Speedwatch.
- c. SNAP – very little activity in regards to Crime in the area – Cllr P Rutherford requested more Police speed monitoring in the Village following the increase of Police presence which has been much appreciated.
- d. Holt Area Patients Participation Group – Cllr J Kemp has been in contact but is now waiting a response with regards to the next meeting.
- e. Wind Farms – Cllr Peter Rutherford and Cllr Pearman will be alert to Orsted funding opportunities.

7. CORRESPONDENCE

- **NALC – No communications**

Chairman Signed.....

Date.....