



## 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 Annual Parish Council Meeting of High Kelling Parish Council at **7.30pm** on Tuesday 21<sup>st</sup> May at High Kelling Village Hall, 15 Avenue Road, High Kelling, NR25 6RD

Gemma Harrison  
Locum Parish Clerk/RFO

15<sup>th</sup> May 2024

### AGENDA

#### ANNUAL PARISH COUNCIL MEETING

**1. Administrative:**

- a. Election of Chairman for the following year. Chairman to sign declaration of office.
- b. Election of Vice- Chairman for the following year. Vice Chairman to sign declaration of office.
- c. To receive declarations of Interest and requests for dispensations by councillors in any of the agenda items listed.
- d. Minutes of the Parish Council meeting held on 19<sup>th</sup> March 2024 to be approved.
- e. Matters Arising on the Minutes (for information only and not included on the Agenda).
  - Rats
  - Hedge on Selbrigg Road / A148

**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* an update on the Pineheath Care Home planning proposal.
- c. 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. General Power of Competence – To adopt GPC for 24/25.
- b. To review and agree the Standing Orders and Financial Regulations for 24/25.
- c. Funding Group Feedback.
- d. Consultation Plan.
- e. Maintenance Plan including garden maintenance.

- f. Pollinator Sites.
- g. High Kelling Annual Meeting on 18<sup>th</sup> June 2024
- h. Summer Litter Pick / Path Clearance

## 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 55308	£220.00
Cheverton Printers – Invoice 55499	£195.00
NALC – invoice 1693 – CiLCA Course	£300.00
NALC – Invoice 1495 – NALC Annual Fee	£190.45
Locum Clerk Salary – March – May	£TBC
HMRC –	£TBC
Internal Audit Fee	£TBC
Zurich Insurance Annual Fee	£532.36
High Kelling Village Hall Invoice 1647	£31.00

- 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. *To receive an update on the Internal Audit.*
- e. *To approve Section 1 of the AGAR statement.*
- f. *To approve Section 2 of the AGAR Statement.*
- g. *To approve and note the Notice of Public Rights.*
- h. *To agree a review of the Asset Register.*
- i. *To discuss and agree payroll services going forward.*

## 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 16<sup>th</sup> July at 7pm at High Kelling Village Hall**