

HIGH KELLING PARISH COUNCIL

Minutes of the Meeting held on Tuesday 19th November 2019 at 7pm at High Kelling Village Hall

Attending: Cllr David Carter (Chairman), Cllr Gordon Lane (Vice-Chair), Cllr Robin Johnson, Cllr Patrick Kelly, Cllr Janice Kemp, Cllr Susan Rutherford, Cllr Robert Prescott and Parish Clerk Gemma Harrison

1. Administrative

- a) Cllr Mangan gave his apologies due to a work commitment. District Cllrs Georgie Perry- Warnes and Cllr Duncan Baker sent their apologies. All apologies were accepted.
- b) There were no declarations of interests made.
- c) The minutes of the last Parish Council meeting on 17th September 2019 were PROPOSED by Cllr Rutherford as accurate and correct and SECONDED by Cllr Prescott and AGREED by everyone.
- d) There were no matters arising.

2. Councillor Vacancy

- a) A local resident has expressed an interest in the vacancy on the Parish Council, it was AGREED by everyone that a co-option interview should take place at 7pm on Tuesday 10th December at the Post Office. The interview panel was confirmed as Cllr Carter, Cllr Kemp, Cllr Lane and Cllr Rutherford.

3. To receive external reports

- a) The Police were not present, and no report was received.
- b) The County Councillor Sarah Butikofer gave her report, stating that Highways have now been outsourced to Norse in order to save money. The lights on the roundabout at Holt are going to be installed shortly, Highways are currently going through the adoption process. NCC are now consulting on their budget, funding has been restricted from central government and therefore NCC are being forced to make several budget cuts. Everyone is encouraged to go online to complete the consultation. A meeting has taken place with regard the Kelling Hospital site, it is very early days in the process but ideas have been discussed about making provision for a new care home on the site. The Clerk asked Cllr

Butikofer to assist the Parish Council by chasing Highway Officers for a detailed specification for the widening of the footway along the A148.

PUBLIC PARTICIPATION

There was one member of the public present who had no questions for Cllr Butikofer.

Cllr Butikofer left the meeting.

- A member of the public did raise a question regarding clearing the footway along the A148 adjacent to Voewood which has become covered by leaves and pine cones. It was AGREED that there would be a small working party on Saturday 7th December 10am – noon to clear the footway. Clerk to approach Voewood to see if they are able to dispose of the leaves for us. Clerk also to officially report on the Highways online reporting system.
- There are vehicles speeding down Avenue Road and into Heathfield Road. Cllr Lane PROPOSED to install a new 10 mph sign outside the village hall, this was SECONDED by Cllr Kelly and AGREED by everyone that a sign could be purchased up to the value of £200.
- Clerk to write to the Village Hall Committee to formally ask that the Parish Council oversee and contribute to repair the damaged private road outside of the Village Hall.

4. Items for decision/discussion by the Parish Council

- a) The Kelling Hospital Site was discussed earlier under item 3b.
- b) Communication and Support network. Clerk to send a copy of the Cllr poster Cllr Lane. Cllr Kemp AGREED that the Parish Council could use half the noticeboard at the Post Office, the Agenda and a copy of the Cllr poster should be displayed there. It was AGREED by everyone that High Kelling Parish Council should make a donation to the British Legion of £25 per year to as way of saying thank you. Clerk to arrange next meeting during December. Instant communication was discussed and the benefit of using e-mails to get out urgent messages to everyone. It was AGREED that the Clerk will look into costs for a flyer delivered to all residents asking for e-mail addresses.
- c) **New Website**

There was a discussion regarding creating a new parish website. Cllr Kelly PROPOSED that the Parish Council should purchase and build a new website with Wix at a cost of £80 per year, this was SECONDED by Cllr Lane and AGREED by everyone. The Clerk to start the build of the website over the Christmas period.

d) Asset Register

The Asset Register has been looked at and all assets assessed. The village gates need to be added to the register and need to be cleaned. The village sign needs to be refurbished, Clerk to get quotes. The Asset Register can be viewed at Appendix A.

- e) Repair of post box, ongoing. Clerk to formally complain as it has still not been installed.
- f) Toad Signs on Selbrigg Road. Bodham Parish Council have been approached and are not keen to contribute. Cllr Rutherford PROPOSED not to pursue and put signs up and this was SECONDED by Cllr Lane. 5 Cllrs voted against erecting signs and 2 in favour. The majority was in favour of not erecting the toad signs.
- g) The gardening club are not keen to carry out the planting at the village gates. It was AGREED that it would be attractive to have planting at the village gates and around the noticeboards in the parish. Clerk to ask Holt Garden Centre to sponsor the planting and defer to the next meeting. Daffodil bulbs were suggested as low maintenance.
- h) A148 highways footpath was discussed under item 3b.
- i) GPC. The notes on the GPC (The general Power of competence) were circulated prior to the meeting. Cllr Lane PROPOSED for High Kelling Parish Council to adopt the GPC, this was SECONDED by Cllr Kemp and AGREED by all.
- j) North Norfolk Community Transport (NNCT) had previously requested financial support, an article went into the High Kelling News but nothing came back. Cllrs felt that this was a cause that the Parish Council should support, therefore Cllr Lane PROPOSED that the Parish Council donate £150 to NNCT, this was SECONDED by Cllr Johnson and AGREED by everyone.

5. Planning

- a) HKPC discussed PF/19/1941 insertion of French doors and access ramp to day room and on a PROPOSAL by Cllr Kelly and SECONDED by Cllr Kemp it was AGREED by everyone to support the application.
- b) No planning decisions have been received.
- c) Sheringham Shoal planning comment circulated prior to meeting and AGREED by everyone. Unfortunately, on this occasion PINS were unable to accept HKPC comments as High Kelling were outside of the “affected area”.
- d) It was AGREED that the planning checklist circulated prior to the meeting should be attached as an appendix to the already adopted HKPC Planning Policy.

6. Transport and Representatives on Outside Bodies

- a) Village Hall – the report was circulated prior to the meeting.
- b) Community Speedwatch – Cllr Johnson updated everyone that 680 cars went past on the last speed watch with no offenders detected.
- c) SNAP – Cllr Johnson updated everyone on the SNAP priorities which is anti-social behaviour in Briston and along Church Street in Holt.
- d) The Holt Area Participation Group meet next on Thursday 28th November at 10am and High Kellings representative will be Cllr Prescott.

7. Finance

- a. The payments as listed on the Agenda and the late invoice from NNDC for the May Election were PROPOSED to be paid by Cllr Kemp and SECONDED by Cllr Rutherford and AGREED by everyone.
- b. The Clerk explained her salary has now gone to a quarterly payment with the next salary due for payment in March 2020.
- c. The bank reconciliation was read out by the Clerk and AGREED by all.
- d. The budget for 2020/21 was distributed and discussed. The grant that the parish council usually receive will stop from next year, therefore on a PROPOSAL by Cllr Rutherford and SECONDED by Cllr Lane it was AGREED by everyone to increase the precept for 2020/21 by £300 to cover this loss of income. The budget can be viewed at Appendix B.

8. Correspondence

- a) The Pidgeon cull received a mixed response. It was AGREED that the Parish Council would not be taking any further action at the moment.
- b) The Streetscene Inspectors visited High Kelling clearing a number of drains out and fixing reported pot holes. It was suggested that the Clerk should remind highways to keep the Parish Council updated on Emergency Road Closures.

meeting ended at 20.58 with one member of the public present.

Appendix A – Asset Register

HIGH KELLING PARISH COUNCIL – Asset Register

Updated by Gemma Harrison, Clerk/RFO. For approval by Parish Council: November 2019

High Kelling Parish Council Asset Register 2019/2020

Description	Value £	Insure (Yes/No) £100 Excess
Brick Bus Shelter x 1	£3,000	Yes
Village Gate s x2	£2000	Yes
Queensbury Bus Shelter x 3 REMOVE ONE WHEN BUS STOP CLOSES	£12,000 / £8000	Yes
Public Seats x 2	£500	No
Noticeboards x 3	£3,000	Yes
Village Sign x 1	£1,800	Yes
Desk drawers x 1	£100	No
Grit Bins x 4	£2,600	Yes
Laptop x 1	£500	Yes
Footpath, and land between cycle path and footpath, adjacent to Voewood on Cromer Road	<£100	Yes (public liability)
Dog bins x 2 (previously leased: Ownership transferred to HKPC without charge 19/6/12)	£250	Yes
Total	£25850 / £21850	

Locations:

Bus Shelters: Pineheath nursing home (1 brick, 1 Queensbury), Post Office, Opposite Post office
 Village Gates: A148 either end of the village
 Grit Bins: Bridge Road, Pineheath Road, Cromer Road, Post Office near A148
 Public Seats: Pineheath Road, Village Hall
 Notice Boards: Pineheath Road; Bridge Road; Avenue Road
 Village Sign: Junction Cromer Road and Selbrigg Road
 Dog Bins: Bridge Road nr Cromer Road; Footpath to Bodham Wood, near Cromer road

Appendix B – Budget

HIGH KELLING PARISH COUNCIL BUDGET 2020/21						
		Budget 2018/19	Budget 2019/20	Actual 19/11	Anticipated end of year	Proposed 20/21
	Precept	£6,000	£6,000	£6,000	£6,000	£6,300
	Grant (VAT)	£365.00	£365	£365.00	£365	£0
	Training Bursary		£96.60	£96.60	£96.50	
	Transfers	£0	£25	£25.00	25.00	
		£0	£0	£0	£0	
TOTAL		£6,365.00	£6,487	£6,487	£6,487	£6,300
		Budget 2018/2019	Budget 2019/20	Actual Spend	Ant 31st March 2020	Proposed New Budget 2020/21
Staffing	Salary	£2,602.99	£1,800.00	£1,343.30	£1,739.30	£1,716
	Working from Home Allowance					£204
	Travel				£0	£50
	Training			£84	£84	£100
	Expenses	£903.43	£950.00	£254.10	£362.10	
	Broadband					£108
	HMRC					£340
	Payrol provider	£0	£0	£0.00	£0.00	£0
Admin	Stamps					£35
	Stat/Print/Equipt	£1,503.86	£700.00	£246.12		£120
	Village Hall Hire	£128.97	£128.97		£142.97	£175
	Insurance	£421.29	£430.00	£426.85	£426.85	£500
	Int Audit and Ex Audit	£290	£50		£50	£60
	Election	£0	£1,050	£132.79	£132.79	£0
	ICO				£40	£40
	Website	£0	£0		£80	£80
	Contingency				£200	£300
Memberships	NPTS	231.60 (all)	£250 (all)	£244.18	£244.18	£60
	SLCC				see above	n/a
	NALC				see above	n/a
Open Spaces	Grass Cutting				£0	£0
	Dog bins emptying			£432.48	£432.48	£450
	Dod Bin maintenance	£205.80	£500.00	£360.40	£360.40	£200
	Planting and Maintenance			£0	£100	£100
	Village Sign				£0	£300
	Advertising and Noticeboards		£0	£100	£100	£100
	Village Gateway	£0	£240	£0	£0	£0
	Bus Shelters	£509.20	£509.60	£0	£0	£200
	Emergency Tree Work		£200	£0	£0	£200
	Roads, Paths and Footways			£0	£0	£1,500
Charities	Donation Local Charity		£250	£0	£0	£150
Engagement and Support Initiatives	Events , leaflets, community engagement activities	£0	£0	£0	£0	£500
Chairman's Expenses	Annual Parish Meeting	£0	£0	£0	£0	£100
	TOTAL EXPENDITURE	£6,566	£6,809	£3,624	£4,495.07	£7,688
	Bal at 31st March 2019	£8,136.78				
	Plus Income	£6,487				
	Minus Expenditure	£4,495.07				
	ANT Bal at 31st March 2020	£10,128.71				
	ADD ant Receipts	£6,300				
	Transfer	£0.00				
	LESS ant Payments	£7,688				
	Ant Bal at 31st March 2021	£8,740.71				

