

KELLING PARISH COUNCIL

Chair – Councillor J. Mills



MINUTES OF THE MEETING OF KELLING PARISH COUNCIL **HELD ON THURSDAY 25TH JANUARY, 2024 AT 6.00 PM** **AT THE OLD READING ROOMS, THE STREET, KELLING**

Present:-

Chairman – Cllr. A. Cunningham, Vice-Chairman – Cllr. J. Mills,
Cllr. D. Ellingham, Cllr. C. Hill, Cllr. T. Griffin,
Cllr. I. Grundy and Cllr. P. Randell.

County Councillor – E. Vardy.
PC Graham Gower-Smith.

Gemma Harrison – Locum Clerk.
Julie Chance – Clerk.

1. ELECTION OF CHAIRMAN

- 1.1** It was **AGREED** to elect Cllr. J. Mills as Chairman of Kelling Parish Council. Cllr. Mills will be in office until the Annual Parish Council Meeting in May 2024.
- 1.2** Cllr. Mills signed the Declaration of Office form witnessed by the Locum Clerk.
- 1.3** Cllr. Mills thanked Cllr. Cunningham for his hard work as Chairman for several years. In particular for the community events and for liaising concerning the Orsted project. Cllr. Cunningham has agreed to continue to liaise on this project on behalf of the Parish Council.

2. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed all present to the meeting. Apologies for absence were received from District Councillor V. Holliday.

Clerk: Julie Chance

Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP.

Tel: 07305048062

Kellingparishcouncil@gmail.com

3. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Declarations of interest were received from Cllr. C. Hill concerning any Kelling Estate matters.

Declarations of interest were received from Cllr. T. Griffin concerning any Kelling Church matters.

Declarations of interest were received from Cllr. J. Mills concerning any Kelling Church matters.

Declarations of interest were received from Cllr. P. Randell concerning any Kelling Heath matters.

4. **MINUTES OF THE MEETING HELD ON THURSDAY 16TH NOVEMBER, 2023**

The Minutes of the meeting held on Thursday 16th November 2023, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

5. **POLICE**

PC Graham Gower-Smith reported that he is the beat manager for Holt and 26 surrounding parishes. He is the Police liaison for Parish and Town Councils. He reported that there have been no issues with crime in Kelling and as such, will not be attending every meeting unless invited.

Cllr. Mills reported on the latest SAM 2 data. (Data attached – Appendix A). This data will be shared with the Police and Norfolk County Council in order to ascertain the need for a speed limit reduction for the coast road.

Norfolk County Council agreed to repaint the 30 signs on the road and the yellow lines around the bus stop. This has not been completed to date.

PC Gower-Smith reported that the Police do not enforce 20 mph zones and a reduction in the speed limit is difficult to achieve. Norfolk Constabulary have invested in Camera Safety Partnership vans and an assessment is being carried out to ascertain the most appropriate areas to monitor. PC Gower-Smith will request that Kelling be included in the assessment. He cannot confirm that speed checks will take place but he will look at the data and report back to the Members.

It was **AGREED** that the Clerk would obtain the cost for a new SAM 2 sign and this will be looked at through the Parish Partnership Scheme.

6. COUNTY AND DISTRICT COUNCILLORS' REPORTS

6.1 County Councillor's Report:- Attached – Appendix B. There will be a Planning Upskilling Meeting held by North Norfolk District Council on 1st February at St Andrew's Church in Holt between 6.30 pm and 8.30 pm.

6.2 District Councillor's Report:- Attached – Appendix C.

7. PUBLIC PARTICIPATION

No members of the public attended the meeting.

8. NOTICE BOARDS

8.1 Cllr. Randell reported that complaints have been received concerning the condition of the notice boards. They need cleaning and up to date information concerning the Parish Council needs to be posted. Members will clean the notice boards and the Clerk will prepare information for display.

9. ASSET INSPECTION

9.1 Cllr. Randell circulated the asset inspection report. Attached – Appendix D. It was **AGREED** that the Clerk would obtain a quote for the work required on the War Memorial. It was **AGREED** that Cllr. Cunningham would stain and treat the benches. It was noted that the grit bins need topping up and the Clerk will ask Norfolk County Council when they are due to be filled.

10. DARK SKIES POLICY

10.1 It was reported that there are several issues in the village concerning lighting which goes against the Dark Skies Policy adopted by the Parish Council. It was **AGREED** that the Clerk would write to the School Trustees and request that cowling be put on the lighting to address this issue. It was **AGREED** that a leaflet will be prepared for all residents to inform them of the Dark Skies Policy. This will also be placed on the notice board and website.

11. FINANCIAL

11.1 Cashbook:- The Locum Clerk circulated the up to date cashbook which was **AGREED**.

11.2 The following payments were AGREED:-	£
NNDC – Election Expenses	20.69
Locum Clerk Salary – November and January	540.60
HMRC	123.80
Cllr. Cunningham – Expenses	36.00
NALC - Whole Council Training	69.00
NALC – Trainers Expenses	27.90

11.3 Auditor:- The Locum Clerk circulated the letter received from the Internal Auditor which states that errors have been identified and rectified to his satisfaction. It was **AGREED** to accept this report. VAT returns need to be completed for the last three years and the new Clerk will action this accordingly.

11.4 Budget 24/25:- The Locum Clerk circulated the draft budget. Following discussion, it was **AGREED** to set the Precept for 2024/25 at £6,450.00. This will result in an increase of 1.04% which equates to £63.61 per annum on a Band D property. It was reported that, as the tax base has increased, this will mean a reduction in the Parish Council's portion of the Council Tax of £0.67p per annum on a Band D property.

12. CORRESPONDENCE

None reported.

13. PLANNING

None received.

14. HIGHWAYS

14.1 It was reported that a Highways visit is due to be carried out on 12th February and the Clerk will forward the list of issues to Norfolk County Council. Attached – Appendix E. It was **AGREED** that the Clerk would request a meeting with the Highway Engineer.

15. QUESTIONNAIRE – WEYNOR GARDENS ORCHARD

15.1 Cllr. Mills circulated a proposal for a project to all Members. It was **AGREED** that Cllr. Mills will contact Land Registry to establish ownership of the land in question and this matter will be placed on the next agenda for an update and discussion.

16. BIODIVERSITY POLICY

16.1 The Locum Clerk circulated a draft Biodiversity Policy. It was **AGREED** that the Clerk would amend the Policy to read that the Council will 'Aim' to rather than 'Will'. Subject to the amendment, the Biodiversity Policy was **AGREED**.

17. PARISH COUNCIL WEBSITE

17.1 Cllr. Mills reported that he has purchased a domain name. Kellingparishcouncil.org.uk. It was **AGREED** that the Clerk and Cllr. Mills will liaise with Norfolk ALC concerning a new website and report back to the next meeting.

18. MEETING DATES 2024

18.1 The Locum Clerk circulated draft meeting dates for 2024 which were **AGREED**. The Clerk will prepare a notice for the website and notice boards accordingly.

19. ITEMS FOR NEXT AGENDA

Annual Parish Meeting.

20. DATE OF NEXT MEETING

The date of the next meeting was noted as Thursday 28th March, 2024 at 6.00 pm in the Old Reading Rooms Café, The Street, Kelling.

21. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC.

AGREED.

22. APPOINTMENT OF NEW CLERK

22.1 It was **AGREED** to appoint Julie Chance as Clerk to Kelling Parish Council with immediate effect. The salary was **AGREED** at £16.30 per hour which is SPC 22 for 3 hours per week. The Chairman and the Clerk signed the Contract of Employment.

23. PERSONNEL MATTER

23.1 Cllr. Cunningham and the Locum Clerk gave all present an update following their meetings with the Police. This matter is confidential and will be placed on the next agenda for an update.

There being no further business the Chairman closed the meeting at 7.50 pm.

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Chairman

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Date