

Present:

- Mr Roy Arthurton
- Mr Kevin Edwards
- Ms Allison Holman (Chair)
- Mr Marcus Halmshaw (Vice Chair)
- Miss Leigh Sturgeon
- Mr Brian Taylor
- Mr Edward Wood

Mrs Allison Pena (Clerk)

In attendance – County Councillor, Steven Askew and 8 members of the public (“MOPs”)

1. Apologies for absence: Mr Gary Bell, Mrs Mandy Berry, Mr Simon Mitchell, District Councillor, Mrs Marion Chapman-Allen

(a) The Clerk read out an email from Mrs Berry expressing her concern about the conduct at the January meeting and reminding councillors that despite their own interests, councillors represent the community and should act in a polite and respectful manner to other councillors.

2. **Declarations** by Councillors of any disclosable pecuniary or personal interests in any Agenda items, in the interests of transparency, Councillors may also wish to declare any other interests they have in relation to an Agenda item, which support the principles detailed within the KPC Code of Conduct. **None.**

3. **Minutes of the Meeting:** It was noted that there had been an email exchange regards the minutes; Mr Halmshaw pointed out that minutes did not have to be a verbatim record but record decisions and actions to be taken. The minutes of the Meeting of 10th January 2023 were proposed by Mr Taylor, seconded by Mr Halmshaw and all in agreement.

4. Matters Arising:

- (a) **John Dyer's Charity Trustees** – No progress with Barclays Bank.

- (b) **Allotments** – Miss Holman reported that Strutt & Parker as agents for the landowners wished to

close the allotments as they were not prepared to consider a lease agreement with the current allotment holders either individually as an Allotment Association. They had previously asked KPC to consider taking on the lease and it had been agreed at the September 2022 meeting that this would be too much additional work for the parish council. A MOP (allotment holder) said that to connect water they had been quoted £6,000. There were various grants that could be applied for but these were not available for individuals. It was noted that other parish councils rented allotments from private landowners and administered rents etc. very successfully. The allotment holders requested that KPC reconsider their previous decision so that the allotments could remain as a community asset; they would maintain the area and a volunteer would help with the administration in conjunction with the parish council. There was a level of urgency despite a 2 month notice period the current lease agreements. It was noted that if KPC agreed they would be liable for £1,000 over 3 years as proposed by the agents. SA noted that the allotments worked well at the Buckenham under a similar arrangement. After discussion, it was agreed unanimously to support the allotment holders. The Clerk would contact other Clerks to understand the work and process involved.

ACTION: Clerk to action and Miss Holman to contact the agent.

(d) **Kenninghall Flood Update** – Miss Holman reported that 41+ people attended the public meeting on 23 January 2023. It was noted that there were key problems with the height of water used in the data mapping and the NCC Flood Management Team (FMT) would review and get this amended with the consultants. The FMT had visited residents affected to record door measurements. A further public meeting would be arranged once the mapping and report had been updated.

ACTION: Clerk to action with Mr Taylor.

(c) **Playing Field and Village Hall Field** – Mr Taylor asked the Clerk to pull together a list of actions highlighted in the 2022 RoSPA report with a view to forming a working party to action before next inspection.

(b) **Highways** – Miss Holman was meeting with the Highways Engineer in next few weeks to discuss actions required.

(a) **SAM2** – The data for Lopham Road was as follows:
 • The 85th percentile was 41.4mph
 • Average speed 30.7mph
 • Maximum speed recorded was 80mph
 • 67.8% of vehicles were speeding with an average speed of 37.6mph.

SA suggested if there was a specific problem a Neighbourhood Watch scheme was very effective, Miss Holman said that a group of residents had tried to set one up recently but failed to get the number of volunteers needed.

6. Reports:

SA said that he had written to MPs to express his concerns about the photo ID and if there are any concerns please advise him. Mr Taylor asked if there was any monies available for works in the parish; SA reminded him that the Parish Partnership Scheme match funds any Highway schemes and any application should be submitted by December 2023 for 2024-5 financial year. In addition, he helped most of his parishes with additional support from his member's budget where he could.

- BDC will inform residents about the need to produce identification at the May elections. For those who do not have a passport, driving licence, bus pass or student card there will be opportunities to apply for identification. No ID. No vote.
- She is happy to support any funding applications for events marking the King's Coronation.

District Councillor, Marion Chapman-Allen had submitted a report which the Clerk read out the key points were:

5. District and County Councillors Reports

(e) **Parish Council Elections** – the Clerk updated KPC on the timetable for local elections. BDC would send out the public notice early March 2023 to invite electors to stand for the parish council.

ACTION: Clerk to action.

(d) **Liz Truss MP, Meeting** – the Clerk noted that Liz Truss, MP was only available to meet parish councils on Fridays. It was agreed to proceed with potential dates.

(c) **Village Hall Acoustics** – Miss Holman reported she was still awaiting for the consultant overseeing the project to review. The Chair of the Village Hall Committee noted that the heat pump was not coping with low temperatures and would be serviced; in addition other heating methods.

- (e) **Neighbourhood Development Plan (NDP)** – To report at March meeting.
ACTION: Mr Mitchell to update at March meeting.
7. **Public Forum** – A MOP noted that the FMT did not have accurate precise monitoring of rainfall as there were no rain gauges in the village; he recommended that KPC consider the purchase of rainfall gauges and would investigate the costs and present to the next meeting. This was agreed.
ACTION: Mr Myhill to present a proposal with costs at March meeting.
 A MOP asked about the status of the White Horse public house. It was agreed that KPC would write again to the owners/lease company and also pass details to MOP.
ACTION: Clerk to action
8. **Planning Matters**
- (a) **3PL/2022/1193/HS – Hazardous Substance Consent for 3 existing Calor Gas Tanks (Retrospective)** – Ash Tree Farm, Green Lane, Kenninghall – Mr Mitchell had noted that a HSE response was needed; it was agreed that KPC could not comment until this had been received and understood.
 (b) **3PL/2022/1428/F – Detached holiday let and family annexe rear/side garden – Postal Farm, Barn, Lopham Road, Kenninghall** – No objections.
ACTION: Clerk to action
9. **Financial Matters to be approved:**
- (a) **Clerk's Monthly Pay – £295.88** – it was agreed to increase the Clerk's pay rate in line with the local government job evaluation scheme results (to £13.70 per hour) and increase her hours to 10 per week to reflect the additional work undertaken and support for the Kenninghall charities.
 Proposed by Miss Sturgeon, seconded by Mr Taylor, all in agreement.
- ACTION:** Clerk to action with payroll and amend contract of employment for Chair to approve.
- (b) **PKF Littlejohn LLP - £240 for external audit 2022** - proposed by Mr Halmshaw, seconded by Mr Taylor, all in agreement.
10. **Correspondence**
- (a) **Grounds Maintenance** – an invite to obtain a quote for ground maintenance had been received.
ACTION: Clerk to pass on Mr Taylor's contact details to arrange a site visit.
11. **Any Other Business**
- (a) **King's Coronation** – it was noted that a Royal Party would be held at the Village Hall – Saturday 6 June; Mrs Berry was organising a Street Party on West Church Street on Sunday 7 June and there would be an exhibition in the church for Volunteers Day on Monday 8 June. The Pantry had applied for a grant for a village picnic, date to be confirmed. The village hall committee had also applied for a grant from BDC.
- (b) **Bequest** – Miss Holman said that a former resident had left a bequest of £250 in her will to be split between the playing field and the village hall. The Clerk would write to express thanks on behalf of

KPC; the Chair of the VHC confirmed they had also written to thank the relatives.

(c) Queen's Jubilee Trees – Miss Holman would collect these in next few days.

(d) Village Show – The Chair of the Gardening Club noted they were arranging a village show for Saturday 2 September to include produce, home baking, crafts etc.

Date of next Meeting: Tuesday 7th March 2023 at 7.30pm in Kenninghall Village Hall.



Ms Alison Holman, Chair