HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 24th May 2021 at 7.30pm (or following the Annual Parish Meeting and the Pavilion and Playing Field meeting) for the purpose of transacting the following business:

# Jo Beardshaw

**Parish Clerk**

**AGENDA**

1. **To Welcome those present**
2. **To consider apologies for absence**
3. **To receive Declarations of Interest on agenda items.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest.
4. Election of Chairman and Vice-Chairman
5. Confirmation of Council Committees as per the committee spreadsheet, with amendments
6. **To agree the minutes of the meeting of Happisburgh Parish Council held on Monday 12th April 2021** and to consider matters arising from those minutes
7. **Councillor Reports (as presented)**
   1. Chairman’s report
   2. Further Councillor reports
8. **Correspondence**
   1. North Norfolk Community Transport. Thank you note for donation
   2. East Anglian Air Ambulance. Thank you note for donation
   3. Happisburgh Parish Council election. Due to take place (if contested) Thursday 8th July 2021
   4. ENQ-476273-N7D1R7. Incorrect signage on North Walsham Road
   5. Happisburgh PC. Letters to self employed contractors confirming that they are completing all HMRC requirements
   6. Anglian Water. Meeting to take place to discuss joining the community sewer. Wednesday 9th June 1pm (to be confirmed with AW)
9. **Adjourn the meeting for public session / comments on planning applications and any other matters**
   1. District and County Councillor reports
   2. Public participation
   3. Reconvene the meeting
10. **Agenda items**
    1. To consider noise / pollution mitigation for the temporary car park and to discuss if a ditch or bund would be of use. In addition to approve the work to the dropped kerb
    2. To discuss, consider and agree amended Standing Orders (emailed to Cllrs 18/05/21)
    3. To confirm that All Councillors have reviewed the Code of Conduct
    4. To confirm that All Councillors have reviewed the Financial Regulations
    5. To consider renewing the Council’s [General Power of Competence](https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf)
    6. To confirm receipt of the Council’s Internal Audit report
    7. To consider, approve and sign the Annual Governance Statement for the annual audit
    8. To consider, approve and sign the Council’s accounting statement for the financial year 20/21
    9. To review the Council’s fixed assets
    10. Review of the Council’s complaints procedure
    11. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
    12. Review of the Council’s press and media policy
    13. Review of the Council’s employment policies and procedures
    14. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
    15. To consider an offer of a delegated grass cutting agreement from NCC for £278.47
    16. To consider an application for an open studios banner in the Beach Road car park
    17. To consider a response to a village petition regarding the potential planning application for the car park rollback
    18. To consider action regarding Beach Road gate opening and closing times and conditions
11. **Financial Matters. To check finance report** 
    1. **To confirm receipts as follows:**
       1. Car Park receipts as periodically reported
       2. NNDC. Precept first instalment. £2224
    2. **To agree payments and sign cheques as follows:**

**PC account**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| May 21 | 892 | Clerk salary, expenses | 514.81 |  |
|  | 893 | HMRC Tax | 47.80 |  |
|  | 894 | Norfolk Pension Fund (part paid by Clerk) | 154.12 |  |
|  | DD | URM | 9.00 | 1.50 |

**CP account**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | DD | AIB Merchant Services | 45.42 |  |
|  | 404 and 405 | Roy Cornell May | 500.00 and 546.40 |  |
|  | 406 | Wayside Supplies. Supplies for toilet block at car park. 2658 and | 232.83 | 38.81 |
|  | 407 | Flowbird Smart City. Pay and display machine | 61.06 | 10.18 |
|  | 408 | Happisburgh Primary School Donation | 500.00 |  |
|  | 409 | HB PC. Precept equivalent for the year | 4448.00 |  |
|  | 410 | Nagels. P&D tickets | 238.20 | 39.70 |
|  | 411 | SIM Home Improvements | 1775.00 |  |

1. **Planning** 
   1. **Planning applications:**
      1. PF/21/1253. Land at, Coronation Close. Erection of detached single storey dwelling with associated car parking and vehicular access

* 1. **Planning decisions**
     1. None

1. **Items for the Church News – deadline 12th.**
2. **Any further items at the Chairman’s discretion**
3. **Date of next meeting – The next meeting will take place on Monday July 12th at 7.30pm in the Wenn Evans Centre.**

**PLEASE NOTE THAT THERE WILL BE NO JUNE MEETING DUE TO COVID LEGISLATION PUSHING THE MAY MEETING BACK TO 24TH MAY**