HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 18TH July 2022 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. **To agree the minutes of the meeting of Happisburgh Parish Council held on Monday 13th June 2022** and to consider matters arising from those minutes
5. **Councillor Reports (as presented)**
   1. Chairman’s report.
   2. Further Councillor reports
   3. Cllr Howson. Update on the T&T bell
6. **Correspondence**
   1. Electric Charging points – more information
   2. NNDC. Affordable housing development
   3. NCC. Parish Partnership invitation to bid letter
7. **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
8. **Agenda items**
   1. To consider and confirm a Data Protection Policy
   2. To consider Fidelity Insurance guarantee
   3. To confirm details of the Permitted Development Rights 3/7/22 to 31/3/22 and to discuss fencing etc
   4. To consider asking NCC to fund traffic measures – zigzags outside the school
   5. To discuss and agree plans for verge cutting throughout the year
   6. To consider approving a fee estimate from Planning Places
9. **Financial Matters. To check finance report** 
   1. **To confirm receipts as follows:**
      1. Car Park receipts as periodically reported
      2. NNDC. Clothes recycling 2020 – 2022. £58.15
   2. **To agree payments and sign cheques as follows:**

**PC account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2022 | 952 | Clerk salary, expenses | 827.12 |  |
|  | 953 | HMRC Tax | 152.71 |  |
|  | 954 | Norfolk Pension Fund (part paid by Clerk) | 280.67 |  |
|  | 955 | Mrs C Moore | 200.00 |  |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 555 | Roy Cornell July | 1081.28 |  |
|  | 556 | Bryony Nierop-Reading. Gate opening / closing | 87.00 |  |
|  | DD | Wave | 154.19 |  |
| 06/06/2022 | 557 | PHS Group – waste collection/ disposal | 100.62 | 16.77 |
|  | 558 | SIM Home Improvements. Car Park and village works | 1660.00 |  |
| 19/06/2022 | 559 | Wayside Supplies x 3 invoices: 3016, 3011, 2965 | 272.96 | 45.49 |
|  | DD | Dog and litter bins – 377 collections @ 3.70 per collection | 1673.88 | 2673.88 |
|  | 560 | Flowbird Smart City | 239.47 | 39.91 |
|  | DD | British Gas | 43.47 | 2.07 |
|  | 561 | SR Dyer – refund for car park issues | 6.00 |  |

* 1. **To note ongoing works on internal audit recommendations:**
     1. Review financial risk assessment (last reviewed March 2022).

|  |  |
| --- | --- |
| Review financial risk assessment annually | Done April 2022 |
| Chase British Gas / URM and AIBMS invoices | Done June 2022 |
| Play area risk assessment | Clerk to speak to RM |
| Statement of Internal Control including how cash is managed from the P&D machine | Clerk to write and circulate for approval |
| Quarterly reporting of finances v budget | Clerk for October meeting |
| General Reserves Policy | Clerk for November meeting with budget and precept-setting |
| Data Protection Policy | July meeting agenda |
| Contractors – self employed contractors | To discuss at the July meeting |
| Discuss fidelity guarantee insurance | July meeting |
| VAT | Parkinson undertaking review, Council to VAT register and have VAT numbers on P&D tickets and pay VAT to HMRC plus VAT on income since 1.4.2017. |

1. **Planning** 
   1. **Planning applications:**
   2. **Planning decisions:**
      1. PF/22/0670. Laurel Lodge, School Common Road. Single storey extension to dwelling and single storey extension linking dwelling and converted outbuildings. Supported by email due to timescales. **Approved**
      2. RV/22/0821. Car park, Beach Road. Variation of condition 2 (approved plans) of planning permission PF/11/0169 (Change of use of land from agricultural/amenity land to public car park/amenity land and construction of beach access ramp) to retain dropped kerb. **Permitted**
      3. LA and PF /22/0498.1 Lighthouse Cottages, Lighthouse Lane. Works to replace 6 x windows. **Approved**
      4. PF/22/1059. Manor Farm House, Coronation Road. Change of use from agricultural land to garden land to serve Manor Farm House (Retrospective); Erection of a timber framed cart Lodge.
      5. PF/22/1115. Hill Farm, Whimpwell Street.Erection of agricultural building to store plant and machinery.
      6. PF/22/1154.Sandaire, Short Lane. Erection of two-storey side extension. Parish Council response: objection on the basis that it will not sit well with the other properties in the locality
      7. PF/22/1319. Hall Farm, Grub Street. Construction of new road for irrigation pump access.
2. **Items for the Church News – deadline 12th.** 
   1. Item from May meeting for August news
3. **Any further items at the Chairman’s discretion**
   1. **Date of next meeting – The next meeting will take place on Monday 12th September at 7.30pm in the Wenn Evans Centre. PLEASE NOTE THAT THERE WILL BE NO MEETING IN AUGUST**