HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 12th September 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 18th July 2022** and to consider matters arising from those minutes
5. **Councillor Reports (as presented)**
   1. Chairman’s report.
   2. Further Councillor reports
   3. Update on Beach Road hedge for work undertaken on behalf of The Manor
6. **Correspondence**
   1. Beach Clean correspondence
   2. AIB Merchant data security- PCI DSS Compliance
   3. Audit authority. Option to opt out of the SAAA central external auditor appointment arrangements
   4. NCC. Cost of living support scheme
   5. PKF Littlejohn. Notice of completion of audit
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 a quotation for internal audit for the current financial year
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 | 962 | Clerk salary, expenses | 663.98 |  |
|  | 963 | HMRC Tax | 169.80 |  |
|  | 964 | Norfolk Pension Fund (part paid by Clerk) | 200.18 |  |
| 31.07.22 | DD | URM | 12.24 | 2.04 |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 567 | Roy Cornell September | 1081.28 |  |
|  | 568 | Bryony Nierop-Reading. Gate opening / closing | 87.00 |  |
|  | 569 | SIM Home Improvements. Car Park and village works | 1985.00 |  |
|  | 570 | Wayside Supplies 3046, 3059 | 190.34 | 31.72 |
| 18.08.22 | DD | British Gas | 37.90 | 1.80 |
| 22.08.22 | 572 | NGF Zip wire works | 58.26 | 9.71 |
| 12.6.22 | 573 | David Bracey | 144.00 | 24.00 |
| 31.07.2022 | 574 | Parkinson Partnership – assistance with VAT registration | 700.00 |  |
|  | 575 | Flowbird Smart City | 328.01 | 54.67 |

* 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 - done |
| Contractors – self employed contractors | July meeting - done |
| Discuss fidelity guarantee insurance | July meeting – included in insurance policy |
| VAT | Council to VAT register and have VAT numbers on P&D tickets and pay VAT to HMRC plus VAT on income since 1.1.2016 |

1. **Planning** 
   1. **Planning applications:**
      1. (Appeal). PF/22/1121. Wishing Well, The Street. Change of use of detached building ancillary to Wishing Well to single dwelling
   2. **Planning decisions:**
      1. 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. **Approved**
      2. PF/22/1115. Hill Farm, Whimpwell Street.Erection of agricultural building to store plant and machinery. **Approved**
      3. 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. **Approved**
      4. PF/22/1349. Hall Farm, Grub Street. Construction of new road for irrigation pump access. **Approved**
2. **Items for the Church News – deadline 12th.**
3. **Any further items at the Chairman’s discretion**
   1. **Date of next meeting – The next meeting will take place on Monday 10th October 2022**