HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 14th November 2022 at 7.30pm 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 10th October 2022** and to consider matters arising from those minutes
5. **Councillor Reports (as presented)**
   1. Chairman’s report.
   2. Further Councillor reports
6. **Correspondence**
   1. NALC. Cost of living crisis – information for circulation and consideration
   2. NNDC. Miyawake forest – (shared on social media)
   3. Stalham Town Council. Community Infrastructure Levy.
   4. NNDC. Precept information
   5. NALC. Local Government payscales amendment
   6. Vattenfall update
   7. Happisburgh Manor. Update on bank / hedge
   8. NNDC. Seashell demolition
   9. Concerns regarding Beach Road trees
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 the Clerk’s findings regarding the trust document for the Wenn Evans Centre
   2. To confirm receipt of SIM Home Improvements’ Public Liability policy
   3. To consider a further location for a flagpole for the village, based on information from NCC Highways ruling out Pump Hill Corner
   4. To consider any further information regarding the ice cream concession invitation to tender and to approve the wording of the tender document
   5. To update links with Happisburgh Primary School and to suggest thoughts on the cost of living crisis to help school children
   6. To consider setting up the Information Commissioner’s Office as a direct debit for the annual subscription, thereby saving £5 per payment
   7. To consider management and responsibilities for the new bin behind the Wenn Evans Centre
9. **Financial Matters. To check finance report** 
   1. **To confirm receipts as follows:**
      1. Car Park receipts as periodically reported
      2. Solar receipts September to December
   2. **To agree payments and sign cheques as follows:**

**PC account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2022 | 969 | Clerk salary, expenses | 656.70 |  |
|  | 970 | HMRC Tax | 69.80 |  |
|  | 971 | Norfolk Pension Fund (part paid by Clerk) | 200.15 |  |
|  | DD (if agreed above) otherwise 972 | Information Commissioner’s Office | 35.00 |  |
|  | DD | URM | 51.82 | 8.64 |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 584 | Roy Cornell October | 1081.28 |  |
|  | 585 | Bryony Nierop-Reading. Gate opening / closing | 87.00 |  |
|  | 586 | SIM Home Improvements. Car Park and village works | 1,290.00 |  |
|  | 587 | Wayside Supplies. Invoices 3070 and 3088 | 146.73 | 24.46 |
|  | DD | British Gas | 33.05 |  |
|  |  | Happisburgh PCC (newsletter £150, Churchyard £50) | 200.00 |  |
|  |  | CAB Donation | 200.00 |  |
|  |  | EAAA | 200.00 |  |
|  |  | Stalham First Responders | 500.00 |  |
|  |  | Happisburgh Craft Club | 150.00 |  |

* 1. **To note ongoing works on internal audit recommendations:**
     1. Review financial risk assessment (last reviewed March 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 | Ongoing with setting up Scribe |
| General Reserves Policy | Clerk for November meeting with budget and precept-setting |
| 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. PF/22/2477. 22 Coronation Close. Single Storey rear extension to bungalow
      2. PF/22/2476. The Old Post Office, Whimpwell Green. Erection of single storey rear extension.
      3. RV/22/2027. Hall Farm, Grub Street. Variation of conditions to allow for alterations
   2. **Planning decisions:**
2. **Items for the Church News – deadline 12th.** 
   1. Last item will be in December / January newsletter.
3. **Any further items at the Chairman’s discretion**
   1. **Date of next meeting – The next meeting will take place on Monday 12th December in the Wenn Evans Centre at 7.30pm**