HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 10th December 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 14th November 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. ENQ900217733. Dead trees at the top of Beach Road. Reported and discussed with NCC Highways and G Berry
   2. ENQ900217734. Beach Road bank.
   3. Clerk. Update on trees at the top of Beach Road
   4. Chairman. Update on the Wenn Evans Trust Document
   5. EAAA. Thank you for donation
   6. Vattenfall. Stay connected information
   7. Norfolk CAB. Thank you letter for donation
   8. NNDC. Update of electoral role
   9. Veteran’s Survey – ONS. Circulation of information
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 budget and precept recommendation for the financial year 2023/2024
   2. To receive an update on funds and plans for the Time and Tide Bell
   3. To approve the updated lease documentation for the DHC land at the Car Park
   4. (Closed Session) To discuss public liability requirements
   5. (Closed Session) Ice Cream concession tender decision for the season of 2023/2024
9. **Financial Matters. To check finance report** 
   1. **To confirm receipts as follows:**
      1. Car Park receipts as periodically reported
   2. **To agree payments and sign cheques as follows:**

**PC account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2022 | 973 | Clerk salary, expenses | 904.62 |  |
|  | 974 | HMRC Tax | 170.13 |  |
|  | 975 | Norfolk Pension Fund (part paid by Clerk) | 298.58 |  |
| 31.10.22 | DD | URM | 12.24 | 2.04 |
|  | 976 | SLCC Subscription | 59.00 |  |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 584 | Roy Cornell October | 1081.28 |  |
|  | 595 | Bryony Nierop-Reading. Gate opening / closing | 87.00 |  |
|  |  | SIM Home Improvements. Car Park and village works | No payment December |  |
| 14.11.22 | 596 | Wayside Supplies. Invoice 3131 | 121.57 | 20.26 |
|  | DD | British Gas | 36.23 | 1.72 |
|  | 594 | NNDC additional fee for car park planning application | 897.00 |  |
|  | 597 | Broadland First Responders (cheque re-written due to name change) | 500.00 |  |
| 21.10.22 | 598 | Flowbird Smart City UK Ltd | 200.16 | 33.36 |
|  |  |  |  |  |

* 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/22/2654. Lingfield House, Whimpwell Street. Conversion of integral garage to living room and side cart lodge extension
   2. **Planning decisions:**
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 9th January 2023 in the Wenn Evans Centre at 7.30pm**