HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 9th January 2023 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 12th December 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. Poster for information regarding Local Authorities
   2. NNDC. Mammoth Marathon 2023. May 21st
   3. Update on the Community Household Fund
   4. Update on Nagels / P&D machine tickets
   5. Tender received (late) for car park concession (for information)
   6. First responders. Thank you note
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 update the Council on VAT matters
   2. To confirm a date for the May Parish Council meeting / Annual Meeting of the Parish Council and Annual Parish Meeting following the announcement of Monday 8th May as a bank holiday. New date 15th May 2023. Councillor attendance required
   3. To consider the possible placement of a village flag on the recreation ground (potentially to be postponed to the February meeting)
   4. To consider writing to the Wenn Evans Committee to offer to assist financially (in the form of a donation) for parishioners to use the Wenn Evans Centre)
   5. To consider ‘underwriting’ any potential underfunding of the T&T bell works, prior to further fundraising, so that the T&T bell project can be progressed without further delays
   6. To consider solar income from the solar panels on 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. **To agree payments and sign cheques as follows:**

**PC account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2022 | 978 | Clerk salary, expenses | 664.43 |  |
|  | 979 | HMRC Tax | 77.20 |  |
|  | 980 | Norfolk Pension Fund (part paid by Clerk) | 211.69 |  |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 599 | Roy Cornell January | 1081.28 |  |
|  | 600 | Bryony Nierop-Reading. Gate opening / closing | 87.00 |  |
|  | 601 | SIM Home Improvements. Car Park and village works | 1,040.00 |  |
| 3.12.22 | DD | Wave Water | 323.00 |  |
| 7.12.22 | DD | British Gas | 38.81 | 1.84 |
|  | DD TBC | HMRC VAT previous years and the current financial year | tbc |  |
|  | 602 | MacAndrews – update access strategy, flood risk assessment | 630.00 | 105.00 |
| 16.12.22 | 603 | Flowbird Smart City UK Ltd | 70.30 | 11.72 |
|  | 604 | Happisburgh Craft Club donation | 100.00 |  |
|  | 605 | Hopkins Ecology. Habitat survey | 360.00 | 60.00 |

* 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 |

1. **Planning** 
   1. **Planning applications:** 
      1. AP/22/0012. The Wishing Well, The Street. New dwelling. Appeal refused
      2. PF/22/2844. Willow Farm Cottage, demolition of existing single-storey flat roof rear extension and replacement with two-storey pitched roof rear extension with dormer window.
   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 13th February 2023 in the Wenn Evans Centre at 7.30pm**