HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 13th February 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 9th January 2023** 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 Council services
   2. To note the resignation of G Siely
   3. Zurich insurance. Insurance confirmation for term April 2023 for a year
   4. Planning Places – planning application update
   5. Meeting dates confirmation
   6. Resident. Query regarding Short Lane ownership
   7. Denise Hone. Vattenfall update
   8. NNDC. Coastal adaptation supplementary planning consultation
   9. Coastal marathon. Change of date to 14th May 2023
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 note the timetable of proceedings for the Council elections on the 4th May 2023
   2. To discuss and agree action based on an email noting an update to the parish precept tax base
   3. To update the Council on VAT matters
   4. To consider setting up a Direct Debit for VAT payments
   5. To discuss a possible flagpole on the recreation ground
   6. To confirm two additional bank signatories
      1. Natwest change of account signatories to be completed online
      2. Co-op change of account signatories to be completed using a paper form
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:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2023 | 981 | Clerk salary, expenses | 664.43 |  |
|  | 982 | HMRC Tax | 77.20 |  |
|  | 983 | Norfolk Pension Fund (part paid by Clerk) | 211.69 |  |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 607 | SIM Home Improvements. Car Park and village works | 715.00 |  |
|  | 608 | Roy Cornell February | 976.64 |  |
|  | 609 | Bryony Nierop-Reading. Gate opening / closing | 87.00 |  |
| 16.01.2023 | 610 | Wayside Stores | 34.04 | 5.67 |
|  | 611 | Martin Andrews Consulting – re-write cheque as not received during postal strike | 630.00 | 105.00 |
| 17.11.22 | 612 | Flowbird | 244.75 | 40.79 |
|  | 613 | Redhead architects – re-write cheque as not received during postal strike | 693.22 | 115.54 |

* 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. PF/23/0019. Surf Cottage, Bush Drive. Demolition of existing single-storey holiday unit and erection and replacement one-and-a-half storey holiday unit.
   2. **Planning decisions:**
2. **Items for the Church News – deadline 12th.** 
   1. Request for donations
   2. Community Household Fund?
3. **Any further items at the Chairman’s discretion**
   1. **Date of next meeting – The next meeting will take place on Monday 13th March 2023 in the Wenn Evans Centre at 7.30pm**