HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend THE ANNUAL MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 15th May 2023 (following the Annual Parish Meeting and the Annual Pavilion and Playing Field meeting starting at 7pm) for the purpose of transacting the following business:

# Jo Beardshaw

**Parish Clerk**

**AGENDA**

1. **To Welcome those present**
2. **To consider apologies for absence and to ask for dispensation for Cllr Beane to sign his declaration of acceptance of office at the June meeting**
3. **To elect a Chairman**
4. **To elect a Vice Chairman**
5. **To nominate members to committees**
6. **To confirm that all Councillors have read and agree to the following documents:**
   1. Financial Regulations
   2. The Code of Conduct
   3. The Standing Orders
7. **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.
8. **To agree the minutes of the meeting of Happisburgh Parish Council held on Monday 17th March 2023** and to consider matters arising from those minutes:
9. **Councillor Reports (as presented)**

Chairman’s report.

* 1. Further Councillor reports
  2. Cllr Howson. Wenn Evans Flagpole

1. **Correspondence**
   1. News sheet update
   2. Collinge-Clapham. Wenn Evans Trust paperwork feedback and letter to Walcott PC
   3. Parishioner. Pothole on Lanterns Lane. Reported to NCC
   4. Gladiator Events. Pier to Pier Trek (up to 200 participants) through the village on 10th June
   5. NNCT. Thank you letter for donation
2. **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**
3. **Agenda items**
   1. To consider the allotment garden agreement for refresh / amendment including review of rental figure
   2. To consider contingency planning for the year ahead
   3. To consider signatories for the bank accounts for the upcoming year. Cllrs Mole and Howson currently signatories
   4. To consider renewing the Council’s [General Power of Competence](https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf)
   5. To review the Council’s fixed assets
   6. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
   7. To receive a letter from parishioners and to make a decision regarding access through the car park to Felicity Field
   8. To note that all Councillors must register their interests within 28 days of acceptance of office: <https://forms.north-norfolk.gov.uk/outreach/registerinterest.ofml>
   9. To consider a request for the T&T bell team to have a food van in the car park on the day of the ‘launch party’ (date undetermined)
4. **Financial Matters. To check finance report and consider budget against expenditure for the month**
   1. **To confirm receipts as follows:**
      1. Car Park receipts as periodically reported
      2. NNDC parish precept. £2,327.50
   2. **To agree payments and sign cheques as follows:**

**PC account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 992 | Clerk salary, expenses | 695.76 |  |
|  | 993 | HMRC Tax | 77.00 |  |
|  | 994 | Norfolk Pension Fund (part paid by Clerk) | 208.10 |  |
|  | 995 | Cllr DM. Printing costs | 39.40 |  |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 630 | SIM Home Improvements. Car Park and village works | 1,480.00 |  |
|  | 631 | Roy Cornell May | 1046.40 |  |
|  | 632 | Bryony Nierop-Reading. Gate opening | 87.00 |  |
|  | 651 | Rosemary Munday reimbursement of TMA Bark | 1720.80 | 286.80 |
| 02.05.23 | 633 | Nagels P&D machine tickets | 1684.50 | 280.75 |
| 02.05.23 | DD | HMRC VAT | 1,766.00 |  |
| 03.05.23 | 634 | Flowbird | 740.40 | 123.40 |
| 25.04.23 | 635 | Flowbird | 89.11 | 14.85 |
| 08.05.23 | 636 | Zurich insurance | 3873.04 |  |
| 18.04.23 | 637 | Wayside invoice 3221 | 69.31 | 11.55 |
|  |  |  |  |  |

1. **Planning** 
   1. **Planning applications:** 
      * 1. PF/23/0817. Pembroke House, Whimpwell Street. Installation of air source heat pump to rear of dwelling.
   2. **Planning decisions:** None to note
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 12th June 2023 at 7.30pm in the Wenn Evans Centre**