HAPPISBURGH PARISH COUNCIL

Dear Member

You are hereby summoned to attend a MEETING OF HAPPISBURGH PARISH COUNCIL **in the WENN EVANS CENTRE on** Monday 12th June 2023 (following the Annual Wenn Evans Centre meeting starting at 7pm) for the purpose of transacting the following business:

# Jo Beardshaw

**Parish Clerk**

**AGENDA**

1. **To Welcome those present**
2. **For Cllrs who received dispensaton to delay the taking up of office to the June meeting to sign the declaration of office**
3. **To consider apologies for absence**
4. **To confirm that all Councillors have read and agree to the following documents:**
5. **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.
6. **To agree the minutes of the meeting of Happisburgh Parish Council held on Monday 15th May 2023** and to consider matters arising from those minutes:
7. **Councillor Reports (as presented)**
   1. Chairman’s report
   2. Further Councillor reports
   3. Cllr Howson. Wenn Evans Flagpole
8. **Correspondence**
   1. Vattenfall. Update including meetings in June
9. **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**
10. **Agenda items**
    1. To consider and if to agree a dignity at work policy
    2. To consider how the payment to the solicitor for the work on the governing document for the Wenn Evans is to be allocated between the Wenn Evans and the PC
    3. To consider if the Parish Council wishes to hold the permitted development rights on the car park again in 2023 – 1st August to 27th August 2023
    4. To consider updating noticeboards in the village
    5. To consider moving funds from the savings account to remove any risk of FSA removal of insurance over £85K
    6. To consider purchasing a new sign ‘please keep dogs on leads’ for the recreation ground / playing field
    7. To confirm the transfer of ownership of the T&T bell from the artist to the Council
    8. To consider permission for the T&T bell team to place an information board on the toilet block at the car park
    9. To confirm receipt of the Internal Audit report
    10. To confirm the Accounting Statement
    11. To confirm the Annual Governance Statement
    12. To consider funding signage to prevent people walking on crops in the area of the car park
    13. To update the training records for the Council
    14. To consider and discuss committing to the Civility and Respect Pledge
    15. To consider what action the Council might take in promoting biodiversity within the village
    16. To consider putting monthly work out to tender, such as:
        * 1. Car park cleaning
          2. Car park and other maintenance
          3. Gate opening / closing
11. **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. To review the Budget against expenditure for the year
    2. **To agree payments and sign cheques as follows:**

**PC account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1045 | Clerk salary, expenses | 668.07 |  |
|  | 1046 | HMRC Tax | 77.20 |  |
|  | 1047 | Norfolk Pension Fund (part paid by Clerk) | 208.10 |  |
|  | 1048 | Catherine Moore internal audit | 200.00 |  |
|  | 1049 | Wenn Evans Centre -T&T Bell earmarked reserves. | 200.00 |  |

**CP account**

**VAT DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 660 | SIM Home Improvements. Car Park and village works | 1,300.00 |  |
|  | 661 | Roy Cornell June | 1,081.28 |  |
|  | 662 | Bryony Nierop-Reading. Gate opening | 87.00 |  |
| 12.05.23 | 663 | Scribe accounts | 273.60 | 45.60 |
|  | DD | HMRC VAT | Quarterly |  |
| 24.5.23 | 664 | Flowbird | 222.17 | 37.03 |
|  | DD | AIB | 103.20 |  |
| 17.5.23 | 665 | David Bracey Play Inspection | 144.00 | 24.00 |

1. **Planning** 
   1. **Planning applications:**

PF/23/0914. Change of use of agricultural land to car park and installation of associated pay hut/barrier. Land To The North Of , Cart Gap Road

* 1. **Planning decisions:** 
     1. PF/23/0640. Change of use of detached building ancillary to Wishing Well to single dwelling. Wishing Well, The Street, Happisburgh. Refused

1. **Items for the Church News – deadline 12th.**
2. **Any further items at the Chairman’s discretion**
   1. **Date of next meeting – The next meeting will take place on** Monday 17th JULY **at 7.30pm in the Wenn Evans Centre**