

STOKESBY WITH HERRINGBY PARISH COUNCIL

Tel: 01493 253041; Email: clerkstokesby@gmail.com

Chairman: Mr Richard Youngs

Parish Clerk: Mrs Catherine Moore

Prior to the meeting, all councillors must sign the Declaration of Acceptance of Office before they can participate in the meeting, or act in the role of Councillor

To Members of the Council,

You are hereby summoned to attend a meeting of Stokesby with Herringby Parish Council on **Wednesday 10th May 2023**, on the rise of the Annual Parish Meeting at **Stokesby Community Centre** for the purpose of transacting the following business:

C Moore, Parish Clerk 3rd May 2023

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Register of Interest Forms**
4. **To adopt the General Power of Competence**
5. **To consider apologies for absence**
6. **Public Forum**
 - a) Public
 - b) County / Borough Councillors
 - c) Police
7. **Declaration of interest for items on the agenda and applications for dispensation**
8. **To confirm the minutes of the last meeting held Wednesday 8th February 2023**
9. **Update on matters arising from minutes, if any**
 - a) Footpath to the river by the old Candlemakers
 - a) Play Area Annual Inspection Report – action taken
 - b) Geese at River - update
 - c) Repairs to Village Green Roadway - update
10. **Village Maintenance**
 - a) Quarterly Report
11. **Finance**
 - a) Financial update 2022/23 and note financial receipts since the last meeting
 - b) Receive Internal Audit Report
 - c) Approve Annual Governance Annual Return
 - d) To consider renewal of Norfolk ALC membership or subscription to Norfolk PTS
 - e) To consider payment of the following:
 - i. C Moore Salary & Expenses – Feb – Apr 23 £475.25
 - ii. HMRC PAYE – Feb – Apr 23 £115.00
 - iii. Kerrie Wilton Internal Audit Fee £50.00
 - iv. Zurich Town & Parish Insurance Renewal £241.00
12. **Correspondence and Consultations**
 - a) General Correspondence
13. **Planning**
 - a) New Applications
 - i) None
 - b) Applications Considered Between Meetings
 - i) BA/2023/0137/LBC Hall Farm, The Dairy, Runham Road: Internal alterations including some demolition. **NO OBJECTIONS**
 - c) Decisions
 - i) BA/2023/0008/HOUSEH The Hermitage, Mill Road, Stokesby: To construct double timber framed 5M x 5M car port with tiled roof joined to existing garage. To construct a lych style front gate, timber framed with plain tiled roof. To construct a pitched roof over existing flat roof on house, incorporating an oak framed porch, with tiles to match existing. **APPROVED**

14. Other Matters

- a) Broads Authority – Mobile Home on property
- b) SAM2 Sign – Deployment and Results
- c) Play Equipment Project – note receipt of funding and agree to place order and pay deposit of £2,709.60 plus VAT
- d) Painting of Village Sign by Volunteer – to record thanks
- e) Replacement Bench, Stokesby Green – to accept offer of gift
- f) Review of Standing Orders and Financial Regulations
- g) Review of Internal Controls
- h) Review Policy Documents:
 - i) Complaints Policy
 - ii) Data Protection Policy
 - iii) Disciplinary Policy
 - iv) Equal Opportunities Policy
 - v) Filming at Meetings Policy
 - vi) Freedom of Information Publication Scheme
 - vii) Grant Awarding Policy
 - viii) Grievance Policy
 - ix) Health and Safety Policy
 - x) Risk Assessments
 - xi) Training Policy

15. Reports from Parish Councillors

16. To confirm date of next meeting: Wednesday 9th August 2023 at the Community Centre, 7.30pm