

STIFFKEY PARISH COUNCIL

Chairman:- Councillor M. Williams

Vice-Chairman:- Councillor J. Lawrence



Dear Sir/Madam,

6th May, 2024.

You are hereby summoned to attend a meeting of **Stiffkey Parish Council** to be held on **Monday 13th May, 2024** immediately following the Annual Parish Meeting in **Stiffkey Village Hall**.

Yours faithfully,


Mrs. J. I. Chance
Locum Clerk.

AGENDA

1. **Election of Chairman.**
 - 1.1 To sign the Declaration of Office Form witnessed by the Locum Clerk.
2. **Election of Vice-Chairman.**
 - 2.2 To sign the Declaration of Office form witnessed by the Locum Clerk.
3. **Minutes of the Meeting held on Monday 25th March, 2024.**

To agree the Minutes of the Meeting held on Monday 25th March, 2024.
4. **To receive apologies for Absence.**
5. **To receive declarations of interest and requests for dispensations.**
6. **To Adopt General Power of Competence.**

Locum Clerk:- Julie Chance, Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP
Telephone No:- 07305048062
Email:- clerkstiffkey@gmail.com

- 7. Public Participation** – To allow members of the public opportunity to inform the meeting. This item is limited 15 minutes (maximum of 3 minutes per person).
- 8. County and District Councillors' Reports.**
 - 8.1** County Councillor's Report.
 - 8.2** District Councillor's Report.
- 9. To consider any Planning Matters and agree action.**
- 10. To receive update concerning Bridge.**
 - 10.1** To receive update concerning planning application.
- 11. To receive update on Social Media Facebook and Website.**
 - 11.1 Social Media** – Cllr. Husain to give update.
 - 11.2 Website** – Cllr. Hooper to give update.
- 12. To receive update concerning Blakeney Surgery – Report Cllr. Hooper.**
- 13. Police.**
 - 13.1** To receive report from Cllr. Williams following SNAP meeting held on 9th April, 2024.
 - 13.2** To receive update concerning request for speed checks and Community Speed Watch public meeting – Cllr. M. Williams.
- 14. Maintenance of Assets.**
 - 14.1 Asset Maintenance Schedule** – Update from Members.
 - 14.2 Asset Register/Insurance** – To receive report from Locum Clerk.
- 15. Finance.**
 - 15.1** To receive Annual Accounts for the year ended 31st March, 2024.
 - 15.2** To approve Section 1 – Annual Governance of the AGAR for 2023/24
 - 15.3** To approve Section 2 – Accounting Statements of the AGAR for 2023/24
 - 15.4** To approve Certificate of Exemption of the AGAR for 2023/24.
 - 15.5** To consider Internal Auditor's Report for the year ended 31st March, 2024.
 - 15.6** To receive cash book to 30th April, 2024 and agree action.
 - 15.7** To agree bank statements against cash book to 30th April, 2024.

15.8 To receive update concerning proposed transport scheme.

15.9 To consider the following payments.	£
Clerk's salary, office allowance and travel	
payslip circulated – February and March	540.36
HMRC	115.20
Norfolk ALC – Annual Subscription	87.56
R. Canwell – Internal Auditor	30.00

15.10 To consider introduction of Parish Council Newsletter.

15.11 VAT Claim – Locum Clerk.

16. Defibrillator and Healthy Stiffkey Working Group.

16.1 To receive update concerning purchase of Defibrillator and recommendations from Healthy Stiffkey Working Group.

17. Dark Skies Policy.

17.1 To consider informing residents about the Parish Council's Dark Skies Policy.

18. Reports from meetings attended and updates.

18.1 Digital BT – to receive update

18.2 Community First Responders.

19. Highways.

19.1 Temporary Road Closures – Circulated.

20. Correspondence – To note.

20.1 To consider email from member of the public concerning dog faeces.

20.1 Norfolk ALC – Various Papers – Circulated.

20.2 The Rural Bulletin – Various Papers – Circulated.

20.3 NCC – Norwich Western Link – Circulated.

20.4 Environment Agency – Circulated.

20.5 NCC – Biodiversity Awards – Circulated.

21. Date of the next meeting.

The next meeting has been noted as Monday 29th July, 2024 at 7.00 pm in the Stiffkey Village Hall.

22. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC.
23. To discuss the position of a permanent Clerk and agree action.