

STIFFKEY PARISH COUNCIL

Tel: 01493 253041; Email: clerk@stiffkeyvillage.org

Chairman: Mrs Alexandra Hooper

Temporary Clerk: Mrs Catherine Moore

To Members of the Council,

You are hereby summoned to attend an electronic meeting¹ of Stiffkey Parish Council on **Monday 29th March 2021, 7pm** for the purpose of transacting the following business:

C Moore Parish Clerk **23rd March 2021**

1. **To consider apologies for absence**
2. **Public Forum**
 - a. Public
 - b. County / District Councillors
3. **Declaration of interest for items on the agenda and applications for dispensation**
4. **To approve the minutes of the meeting held on 25th January 2021**
5. **Matters Arising from the Minutes**
 - a. Update on HMRC PAYE issues
6. **Finance**
 - a. Financial Update 2020/21
 - b. To consider payment of the following:
 - i. C Moore Salary Dec 20 – March 21 & Expenses £576.91
 - ii. HMRC PAYE Dec 20 – March 21 £137.00
 - iii. Rose Villa Productions Advert – Holt Chronicle £18.00
 - iv. Eon Street Lighting £21.61
7. **Correspondence**
 - a. North Norfolk Coastal Consortium on Emergency Ambulance Response Times
 - b. Request from Cley Parish Council for feedback on NNDC Planning Department
 - c. General Correspondence
8. **Planning**
 - a. New Applications
PF/21/0698 Seacrest, 154 Camping Hill: Two dormers to rear to allow for use of loft as living space; single storey side extension.
 - b. Decisions
PF/20/2526 Seacrest, 154 Camping Hill: Single storey extension, dormers and rooflights to front and rear to allow for use of loft as living space. **WITHDRAWN**
 - c. Applications considered between meetings
PF/21/0270 Vine Cottage, 41 Wells Road: Glazing of first floor gable and external staircase to southern end of detached garage. **NO OBJECTIONS**
 - d. Review Planning Application Policy
9. **Other Matters**
 - a. Policies: review Lone Working Policy; and adopt Privacy Policy; and to note that further policies will be presented for adoption in May.
 - b. Review of internal controls
 - c. Appointment of Internal Auditor
 - d. Review Asset Register ahead of Insurance Renewal
 - e. Update on recruitment of Parish Clerk; and note interim arrangements

¹ Members of the public wishing to observe the meeting can access it by downloading the Zoom app and joining the meeting from 6.55pm using the following credentials:
Meeting ID: 2015140757 Password: 365665

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- f. Historic Footpaths; and Garden Plots
- g. Local Lynx Contributions
- h. Telephone Box – Future Uses; and suggestion for restoration
- i. Traffic issues through Stiffkey – report and discussion
- j. Annual Parish Meeting: Date and Arrangements

10. Date of Next Meeting – Monday 24th May 2021* 7pm at Stiffkey Village Hall or on Zoom, depending on government guidance in place.

*May be moved to Tuesday 4th or Wednesday 5th May 2021 at 5pm if virtual meeting legislation is not extended.