

STIFFKEY PARISH COUNCIL

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

Chairman: Mrs Alexandra Hooper

Parish Clerk: Mrs Catherine Moore

To Members of the Council,

You are hereby summoned to attend an electronic meeting¹ of Stiffkey Parish Council on **Wednesday 5th May 2021, 5pm** for the purpose of transacting the following business:

C Moore Parish Clerk 28th April 2021

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **To consider apologies for absence**
4. **Public Forum**
 - a. Public
 - b. County / District Councillors
5. **Declaration of interest for items on the agenda and applications for dispensation**
6. **To approve the minutes of the meeting held on Monday 29th March 2021**
7. **Matters Arising from the Minutes**
 - a. None not already in the agenda
8. **To ratify the appointment of Catherine Moore as Parish Clerk**
9. **To consider adopting the General Power of Competence**
10. **Finance**
 - a. Financial Update 2021/22
 - b. General Reserve Policy
 - c. Receive Internal Audit Report and Action Plan
 - d. Approve Annual Governance Annual Return
 - e. To consider subscription to Norfolk Association of Local Councils
 - f. To receive insurance price comparisons and agree cover
 - g. To consider payment of the following:
 - i. C Moore Salary April & May 2021 & Expenses £377.58
 - ii. HMRC PAYE April & May 2021 £88.20
 - iii. Eon Street Lighting £23.92
 - iv. TT Jones Street Light Maintenance £33.06
 - v. Kerrie Wilton Internal Audit £50.00
11. **Correspondence**
 - a. General Correspondence
12. **Planning**
 - a. New Applications
PF/21/1102 Church Cottage, Church Street: Two storey front and rear extensions following removal of conservatory, alterations to boundary wall.
 - b. Decisions
 - c. Applications considered between meetings
 - d. Review Planning Application Policy
13. **Other Matters**
 - a. Repair required to street light; and consider delegation of approval of minor repairs (up to £50 per light) to the Clerk in consultation with the Chairman.
 - b. Adoption of suite of policies
 - c. To consider banking arrangements

¹ Members of the public wishing to observe the meeting can access it by downloading the Zoom app and joining the meeting from 4.55pm using the following credentials:

- d. Telephone Box: Consider permission to owners to restore instead of fundraising for Parish Council to restore
- e. Update on Traffic and Highways
- f. To agree methods of working until the Council is able to meet; and safe meeting methods for physical meetings

14. Date of Next Meeting – Monday 26th July 2021 7pm at Stiffkey Village Hall or on Zoom, depending on government guidance in place.