

Parish Council Meeting

I give notice of a meeting and summon members to attend. The meeting will be held at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS on **Tuesday 21 May, at 8pm** (on rising of the Annual Parish Meeting). Members of the public and press are welcome to attend.

Signed
Date

Tanya Rowlandson
16 May 2024

AGENDA	
1.	To elect a Chair for the ensuing year and sign the declaration of acceptance of office
2.	To elect a Vice Chair for the ensuing year and sign the declaration of acceptance of office
3.	Apologies for absence
4.	To appoint the parish council representative to the Community Hall Committee
5.	To approve as accurate the minutes of the previous meeting of the Council held on 19 March 2024
6.	Declarations of interest in any items on the agenda
7.	Matters arising
8.	Suspend standing orders for receipt of reports from County and District Councillors, followed by the Public Open Forum (15 minutes)
9.	To consider the co-option of a councillor to fill one of the casual vacancy positions
10.	10.1. To receive the SAM2 and speeding update and to consider any necessary action 10.2. To consider adopting the policy and risk assessment for the SAM2 to cover councillors and volunteers and purchasing hi viz vests (Clerk)
11.	To receive the Community Hall Committee operational update (Sarah Cartwright)
12.	To receive the Buckenham Ancient Woodland Trust (BAWT) update for Buckenham Woods (Michael Green)
13.	To receive the Neighbourhood Plan Review Steering Group update and to discuss non designated heritage assets (Will Faulkner).
14.	To receive an update on the Parish Partnership Scheme Norwich Road footway funding (Clerk)
15.	15.1. To receive and consider the Internal Auditor’s report and the accounts for the year ending 31 March 2024. 15.2. To approve and sign the Section 1 Annual Governance Statement Year 2023/24

	15.3. To approve and sign the Section 2 Accounting Statements Year 2023/24
16.	To note Finance reports and agree payments: 16.1. Review of payments and income against budget 16.2. To approve payments and income received 16.3. To check the bank reconciliations 16.4. Reserves
17.	To consider co-option policy (Clerk)
18.	To receive the update on the allotment inspections
19.	Correspondence To consider Beachamp Arms noise complaints email
20.	To discuss the Annual Parish Meeting date and format for 2025. <i>*Annual Parish Meetings by law must take place between 1st March and the 1st June (inclusive) and not commence before 6.00 pm.</i>
21.	Planning Application 2024/1370 - Removal of conservatory and erection of single storey side extension. Erection of single storey studio/office in garden Location: Keepers Cottage Carrs Road Buckenham Norfolk NR13 4HL Copies of the submitted plans can be viewed on-line at https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SD1Y720QH0V00
22.	Clerk appraisal 22.1. To consider excluding the public and press for item 24 because their presence would be prejudicial to the public interest due to confidential nature, in accordance with the public Bodies (admissions to meetings) Act 1960 s1(2).
23.	Date of next meeting - Tuesday 16 July 2024, at 7:30pm
24.	To consider Clerk appraisal