SUMMONS TO COUNCILLORS

INVITATION TO OTHER INTERESTED PERSONS TO ATTEND

Notice is hereby given that a meeting of the Parish Council is to be held on

28th March 2022 at 6.30pm at **Tyrells Restaurant**

**AGENDA**

|  |  |  |
| --- | --- | --- |
| **number** |  **item** | **Supporting** **paper** |
|  | Chairperson open the meeting, and ask if anyone wishes to record the meeting, and if so to remind those present of the appropriate guidelines |  |
| 1 | Apologies for absence  |  |
| 2 | Declarations of interest | A |
| 3  | ***To resolve that the minutes of the Council meeting held on 17th January are a correct record*** | B |
| 4 | To receive updates of previous meetings*SAM2, Highways,*  |  |
| 5 | Public participation – members of the public are invited to make representations, ask questions, or give evidence to the meeting in respect of items on the agenda. In accordance with standing order 3 (parts 5-7) this item shall be limited to 20 minutes unless directed by the chair of the meeting. |  |
| 6 | ***To consider the Co-option of new Councillor*** |  |
| 7 | ***To agree the Council budget for 2022-2023*** | C |
| 8 | Planning. To consider planning applications below

|  |  |
| --- | --- |
| **REFERENCE:** | **3PL/2022/0240/F** |
| **PROPOSAL:** | **Erection of commercial unit for car storage and with offices and associated hardstanding.** |
| **LOCATION:** | **SNETTERTON: Land located at the southern boundary of Snetterton Park behind Plot 1a/1b occupied by Anyhire** |
| **APPLICANT:** | **Snetterton Park Limit** |
| **REFERENCE:** | **3PL/2022/0271/F** |
| **PROPOSAL:** | **Erection of commercial unit with associated hardstanding.** |
| **LOCATION:** | **SNETTERTON: Land located at the southern boundary of Snetterton Park** |
| **APPLICANT:** **Pre application advice** | **Snetterton Park Limited****BRE022/244053 Regulation 5 Licence Notification- Electronic Communications Apparatus on existing site at The Phelan Group Ltd, Chalk Lane, Northend Road, Snetterton, Norfolk, NR16 2JZ** |

 |  |
| 9 | **Finance - to agree expenditure**  | D |
| 10 | Correspondence  |  |
| 11 | ***To agree asset register*** | E |
| 12 | ***To agree the risk assessment of the Council*** | F |
| 13 | ***To agree the appointment of Carol Baily internal auditor*** | G |
| 14 | ***Adoption of the councils’ financial regulations***  | H |
| 15 | To note anticipated exemption from external audit  |
| 16 | To note date of the annual parish meeting and speaker |  |
| 17 | To agree date of annual meeting of the council  |  |
| 18 | Items to be included in the agenda at the next meeting |  |

*Tony Holden (parish clerk) Date 16/3/2022*

*31, Ashleigh Gardens,*

*Wymondham NR18 0EX*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget 2022-23** | **2021/22 original Budget** | **2021/22 to date** | **Predicted for rest of year** | **2021/22 Total** | **2022/23 Budget** | **Notes** |
| **Opening Balance** |  | 2,010 |   | **3,610** | **3,413** | Includes both bank accounts |
| **Receipts** |  |   |   |  |  |   |
| Precept |  | 3,500 |   | **3,500** | **3,605** | Agreed at meeeting on 17January 2022 |
| Grants |  | 0 |   | **0** | **0** |   |
| Interest |  | 0 |   | **0** | **0** | As yet no interest  |
| VAT Refund |  | 0 |   | **0** | **16** | VAT paid in one year is recovered the next. |
| Other |  | 0 |   | **6** | **6** | Wayleave payment |
| **TOTAL** |  |  |  | **7,116** | **7,040** |   |
| **Payments** |  |   |   |  |  |   |
| Clerk's Salary + use of home as office |  | 2,036 | 798 | **2,834** | **2,493** | Assumes annual performance related rise  |
| Clerk's Mileage Allowance |  |   | 50 | **50** | **200** |   |
| Training costs |  |   | 80 | **80** | **100** | Sharing between parishes keeps cost down |
| Insurance |  | 341 | 0 | **341** | **400** |  policies are increasing |
| Subscriptions |  |   | 173 | **173** | **175** | Information Commissioner (£35), Norfolk ALC (£95), SLCC (£43) + inflation |
| Grass cutting |  |   | 0 | **0** | **0** | Now done by Breckland Council |
| Section 137 |  |   |   | **0** | **0** |   |
| Hire of Venue |  | 45 |   | **45** | **0** | assuming use of Tyrrels  |
| Publications |  |   |   | **0** | **0** | Nominal Sum |
| Audit & Election costs |  |   |   | **0** | **80** | Internal Audit |
| Postage & Telephones |  |   |   | **15** | **20** |   |
| Stationery |  |   |   | **40** | **150** | Ink prices continue to rocket. |
| VAT |  |   |   | **0** | **30** | To be recovered in 2021/22. |
| Website |  |   |   | **0** | **75** | I suspect we may need some change making. |
| Other |  |   |   | **0** | **0** |   |
| Contingency |  |   |   | **0** | **500** | . |
| Election reserve for 2023 |  |   |   | **125** | **125** | Breckland has said that the cost of an election is in the region of £1300. This is usually shared between Parliamentary, District and Parish, so £435 for the parish, say £500 to allow for inflation by 2023. So that the cost is not borne just by those in the parish that year, I suggest we plan to set aside 25% (£125) each year. |
| **TOTAL** |  |  |  | **3,703** | **4,348** |   |

March Agenda item D

Finance

 £ £

|  |  |  |  |
| --- | --- | --- | --- |
| Opening balance at 05/01/22 |  |  | 4080.70 |
| Cheques issued | 49 world horse (room hire) | 30.00 |  |
|  | 52 came & co (insurance) |  8.42 |  |
|  | 55 NALC (training) | 96.00 |  |
|  | 56 Littlejohn (external audit services) | 48.00 |  |
| **Total** |  | **182.42** |  |
| Closing balance |  |  | 3898.28 |
|  |  |  |  |

 *Cheques to be issued pending Council approval*

|  |  |  |
| --- | --- | --- |
| *57 Clerks salary Jan & Feb* | *319.28* |  |
| *58 NALC subscription* |  *97.17* |  |
| ***total*** | ***416.45*** |  |
| *New closing balance*  |  | *3481.83* |