Clerk: Joanna Otte, Little Manor, Thursford Road, Little Snoring, NR21 0JN

tel: 01328 822366 email: [greatsnoringpc@googlemail.com](mailto:greatsnoringpc@googlemail.com)

website: <http://greatsnoringparishcouncil.norfolkparishes.gov.uk/>

You are invited to the **Annual Parish Meeting** on

**Thursday 11 May 2023** at 7:00 pm in the Social Club

**AGENDA**

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (12 May 2022) to be approved and signed.
3. Public Participation: Limit to five minutes per person

Chair to close the Annual Parish Meeting

To: Stephen Hall, Tom Norman, Dawn Spiteri, Joyce Tibbitts

Cc: V Thompson (Chair), ……….. (District Councillor), M Dalby (County Councillor), SNT Wells

# You are summoned to the Annual Meeting of Great Snoring Parish Council

# on Thursday 11 May 2023

# following the Annual Parish Meeting at 7:00 pm in the Social Club

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date…………..

AGENDA

Welcome

All Councillors to complete a declaration of office

1. The Chair will ask for proposers and seconders for the **Election of a Chair** for the year.
   1. The new Chair will complete a declaration of office form.
2. The new Chair will ask for proposers and seconders for the **Election of a Vice-Chair.**
3. To consider **co-opting** to fill the three vacancies
4. **Policies** 
   1. **To note / review**: <https://greatsnoringparishcouncil.norfolkparishes.gov.uk/great-snoring-parish-council/policies-and-guidelines/>
      1. Data Protection Policy (reviewed May 2022).
         1. To note that there have been no breaches or requests in the previous year
      2. Code of Conduct (adopted 2012)
      3. Planning Protocol
      4. Financial Regulations (January 2014, last reviewed May 2022)
      5. Standing Orders (new model adopted May 2018, reviewed May 2022)
      6. Complaints Policy (adopted May 2018, reviewed May 2022)
      7. Grievance Policy (adopted May 2018, reviewed May 2022)
      8. Disciplinary policy (adopted May 2018, reviewed 2022)
      9. Annual Risk Management Assessment (updated May 2023)
5. **Allocation of responsibilities** 
   1. Planning Advisory Group: all councillors
   2. Weekly check of playground
   3. Newsletter Distribution
   4. Pest control co-ordinator:
   5. Allotments over-viewer:
   6. Structures: seats, notice board, kissing gate, village sign, kiosk, etc.
   7. Environment: Gurney’s Ground, knolls, footpaths, dog bins etc:
   8. Parish Clock: Jon Taylor, Jan Lockhart
   9. Internal account checker:
   10. To appoint an Internal Auditor:
6. **Apologies** and reasons for absence.
7. **Declarations of pecuniary interest** by the Councillors in any of the items listed below**.**
8. **Minutes of the previous Meeting** – 9 March to be approved for signing**.**
9. **Matters arising:** Progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting**.**
10. **The Meeting will be temporarily closed** for Parishioners to express any concerns they have and for reports from the District and County Councillors**.**

The Chair will re-open the meeting.

1. **Planning**
   1. **Proposals** received from NNDC since the last meeting:
   2. **Decisions** made by **NNDC**
2. **Highways**: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
   1. **Items to report**
3. **Street furniture / Environment** 
   1. **Kissing Gate.** Notice of Decision dated 13 April 2023 from NCC Director of Legal Services: ‘After assessing all of the available evidence, Norfolk County Council hereby give Notice of their **Decision to make an Order** under section 53 of the Wildlife and Countryside Act 1981…. The Order, if confirmed, will modify the Definitive Map and Statement by adding a gate at the east end of Footpath No 1 which runs from Lower Farm Road (U14135) at grid reference TF 9450 3449 in an east direction for approximately 114 meters to meet The Street (C317) at grid reference TF 94469 3450…. If no objections are received the Council will confirm the Order. If any objection is duly made and not withdrawn, the Council will submit the Order to the Secretary of State for Environment, Food and Rural Affairs for confirmation.’
   2. **Notice board** has been re-erected. Thank you to all who helped.
   3. **Book Kiosk:** Thank you to Vanessa Thompson for the extensive searches online regarding leaking kiosks and talking to a number of people who have similar kiosks. Thank you alos to Keith for sealing the windows with silicone (thank you to Keith). Thank you to Mr Hubbard for standing in the kiosk during a downpour and for discovering leaking from around the signs. He has offered to seal these and then it is hoped that the kiosk will be ready for books again. Thank you to the volunteers for managing the storage of the books.
   4. **Fly Survey**
   5. **Litter Pick**
4. **Allotments**
5. **Gurney’s Ground**
   1. To note that the Walsingham Estate will provide a rustic seat
6. **Accounts and Annual Return**
   1. To **approve annual accounts**, which have been checked by Jan Lockhart.
   2. To note the **report from the Internal Auditor** Stafford Snell: …..
   3. To approve and sign the Annual Governance and Accountability Return (AGAR) to send to PKF Littlejohn – the external auditors:
      1. The **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
      2. **Accounting Statements** for 2022-23.
      3. To note that the following documents will be published on the website as required: Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.
7. **Financial business**
   1. **Receipts** 1 Feb – 31 Mar: interest £1.73.
   2. **Regular payments** 1 Feb – 31 Mar**:** ICO annual fee £35; salary & on costs
   3. **Balances as at 31 March**: Current ac: £4,572,05; Savings acc (allotment deposits): £303.13; Defib savings £38.53 & chq ac £30.33; Clock savings £587.23 & chq ac £3.
   4. **To approve the following payments:**

|  |  |  |
| --- | --- | --- |
| Payee | Cheque no | Amount |
| Joanna Otte (expenses) |  | £50.23 |
| Walsingham Parish Council (newsletter April) |  | £5.76 |
| J Otte (Rodent Services quarterly charge - pest control) |  | £76.80 |
| Arthur J Gallagher Insurance Brokers Ltd (annual premium) |  | £853.50 |
| Norfolk ALC (annual subs and website fee) |  | £174.35 |
| Stafford Snell (internal audit) |  |  |
| Gt Snoring Social Club (hire of hall for meeting) |  |  |

1. **Celebrating the Coronation** review
2. **Correspondence:** mail circulated as usual via email
3. **Items for report or placing on the agenda for the next Meeting.**
4. Date of the next meeting will be on the **Thursday 13 July 2023 at 7 pm** in the Social Club.