

# COLTISHALL PARISH COUNCIL

**You are summoned to the Annual Parish Council Meeting in the Church Rooms on Tuesday 14<sup>th</sup> May 2019 at 6.00 pm. This meeting is open to members of the public (but see below)**

*Suzanne Hall*

Clerk to the Parish Council

9 May 2019

## **Public Participation**

In law, members of the public are not allowed to speak when meetings of the Parish Council are in session. The Council recognises, however, that members of the public may wish to make submissions related to items on the Agenda or raise concerns for discussion at a future meeting and will therefore permit them to do so briefly in the Open Forum. Once the Open Forum ends no further public participation will be allowed, unless specifically invited by the Chairman for a point of clarification, in which case a vote will be taken to suspend standing orders. (See Notes for the Public Attending Parish Council Meetings).

## **AGENDA**

### **1. Elections**

(a) To elect the Chairman (Past Chairman to preside) and receive declaration of acceptance of office.

After this point the elected Chairman will preside for the rest of the meeting.

(b) To elect the Vice Chairman and receive declaration of acceptance of office.

(c) To note - Acceptance of Office forms have been signed by newly elected Councillors and the Disclosure of Interest forms have been completed and returned to Broadland District Council.

(d) To **approve** training for new councillors and new chairman

2. To consider apologies for absence

3. To accept declarations of interest in items on the agenda

4. To approve minutes of previous meeting 9<sup>th</sup> April 2019

5. Matters arising from the meeting (for information only)

### **Open Forum**

6. To receive reports from district and county councillors

7. Public Participation

8. Police Report – February and March Figures if available

9. Highways/SAM2/Speedwatch – If available

### **Main Meeting**

10. Finance report, bank reconciliation, budget to date

#### **(1) Payments Received**

Precept – 1<sup>st</sup> Instalment £17,000.00

VAT reclaim Q4 2018/19 £629.07

CIL – Westbourne House £4,418.75

#### **(2) Payments for Approval**

Internal Audit fee £88.70

Councillor expenses – MUGA £????

#### **(3) Previously agreed Standing Orders and other payments**

Payroll for April 2019 £837.81

To **agree** payments to be made in accordance with the Budget

(4) To **approve** Accounts Final Quarter 2018-2019 (Audited by Mr Kirkham)

(5) To note - the End Of Year accounts have been audited by Ms James – report circulated

(6) To **approve** financial risk assessment (circulated)

(7) Governance statement 2018-2019 – to **approve** the governance statement on the annual return

(8) Statement of Accounts 2018 – 2019 - To **approve** the Statement of accounts and reconciliation

11. Planning applications

- For noting – There were no objections to the following applications  
20190578 – Hernes Farm – Orangery to rear  
20190575 – Honeysuckle Cottage – Bat Gate  
20190621 – 5 Kings Road – Catside Roof
- To Discuss – BA/2019/0147/HOUSEH/1 – Home Port – 6 Anchor Street

Any applications received after agenda set

12. MUGA – Update from Mr Getley

- To **approve** quote to move fencing

13. CAST - update from Mrs Snelling

14. Correspondence:

- Footpath to Dairy Farm
- School run Traffic – Mrs Snelling
- Bus Timetable – Mrs Snelling

15. Playground - inspection report from Mr Kirkham

- vandalism

16. Other meetings and training

**Meetings and training attended**

Broads Engage Workshop – CJ – 25 April

**Future meetings and training**

Parish Paths Seminar – 29 May - CJ

17. Any other business – to report matters for inclusion in a future agenda, or matters that require no decision from the parish council

The next meeting will be on 11 June at 6.00 in the Church Rooms, Rectory Road, Coltishall.

All parishioners welcome