

# STOKESBY WITH HERRINGBY PARISH COUNCIL

Tel: 01493 253041; Email: clerkstokesby@gmail.com

Chairman: Mr Richard Youngs

Parish Clerk: Mrs Catherine Moore

## To Members of the Council,

You are hereby summoned to attend a meeting of Stokesby with Herringby Parish Council on **Wednesday 8<sup>th</sup> May 2024** on the rise of the Annual Parish Meeting at **Stokesby Community Centre** for the purpose of transacting the following business:

**C Moore, Parish Clerk 1<sup>st</sup> May 2024**

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Co-option of Parish Councillor**
4. **To consider apologies for absence**
5. **Public Forum**
  - a) Public
  - b) County / Borough Councillors
  - c) Police
6. **Declaration of interest for items on the agenda and applications for dispensation**
7. **To confirm the minutes of the last meeting held Wednesday 24<sup>th</sup> January 2024**
8. **To confirm the minutes of the meeting held Thursday 28<sup>th</sup> March 2024**
9. **Update on matters arising from minutes, if any**
  - a) Removal of boat from public mooring
  - b) Tidying of common land at Riverside
  - c) A1064 junction New Road – response from Highways
  - d) Repair to SAM2 Device
  - e) 20mph zone through Stokesby – response from Highways
10. **Village Maintenance**
  - a) Quarterly Report
11. **Finance**
  - a) Financial update 2024/25 and note financial receipts since the last meeting
  - b) Year End Finances 2023/24
  - c) Review of Internal Controls
  - d) Receive Internal Audit
  - e) Approval of Annual Governance Annual Return
  - f) To consider payment of the following:
    - i. C Moore Salary & Expenses – March – May 2024 £507.58
    - ii. HMRC PAYE – March – May 2024 £122.80
    - iii. Norfolk PTS Subscription £69.28
    - iv. Community Action Norfolk Play Area Inspection Training (RY) £60.00
    - v. K Wilton Internal Audit Fee £100.00
12. **Correspondence and Consultations**
  - a) General Correspondence
  - b) Great Yarmouth Borough Council Local Plan Review - Response
13. **Planning**
  - a) New Applications
    - i) None
  - b) Applications Considered Between Meetings
    - i) None
  - c) Decisions
    - i) BA/2023/0457/LBC and 0456/HOUSEH Martin Staithe, The Green, Mill Road (track), Stokesby: Replacement garden room with loggia and insert pedestrian access gate in existing internal garden wall.

**APPROVED**

- ii) BA/2024/0019/HOUSEH Summerdown, Mill Road: Replace 67m of quay heading with steel.

**APPROVED**

**14. Other Matters**

- a) SAM2 Sign – Deployment and Results
- b) Play Equipment Risk Assessment (included in item 14f) and Inspections (ongoing)
- c) Oak Notice Board
- d) Biodiversity Policy
- e) Review File Retention Policy
- f) Review Risk Assessments
- g) Tree Survey Quotes
- h) Possible impact of future removal of Burial Ground concurrent function, and agree whether early discussions are required with the PCC.

**15. Reports from Parish Councillors**

- 16. To confirm date of next meeting: Wednesday 14<sup>th</sup> August 2024 at the Community Centre at 7.30pm**