

# **The Annual Parish Council Meeting will be held on 15<sup>th</sup> May 2023 starting at 7.30pm in Beachamwell Village Hall**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

## **AGENDA**

1. To elect the Chairman for the ensuing year – Chairman to sign Declaration of Acceptance of Office
2. To elect a Vice-chairman for the ensuing year
3. To consider apologies for absence
4. To receive declaration of interest and to consider any requests for dispensations
5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
6. To consider co-option of councillors for the four vacancies arising from the election process
7. Approve the minutes of the last meeting on 13<sup>th</sup> March 2023
8. Public forum, an opportunity to hear from members of the public, District Councillor and County Councillor (information only)
9. Clerk Report (update on matters not elsewhere on this agenda)
10. To note highways issues reported since the last meeting (information only)
11. Governance
  - a. To receive and consider draft Code of Conduct
  - b. To agree to remove Serious Infectious Disease Policy from Council policies
12. Parish Council assets
  - a. To receive asset maintenance log and agree responsibility for assets inspection
  - b. Jubilee tree, to receive update on planting
  - c. SAM2, to receive update on training and installation and agree purchase of additional brackets cost £124.80
  - d. Flagpole refurbishment and painting, to receive update and authorise spend for work required
  - e. Vehicles driving on village green, to consider recommendations and agree any works required
  - f. Village noticeboard, to receive update and authorise spend for work
13. To receive update on closed churchyard responsibility
14. To consider a project to refurbish and repurpose the red telephone kiosks at Shingham and Beachamwell
15. To receive quotations for a laptop and authorise spend
16. To consider Councillor training
17. Finance
  - [Year-end accounts 2022-23](#)
  - a. To receive the Internal Auditors report
  - b. To agree the accounts for year ending 31 March 2023
  - c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
  - d. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign
  - e. To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign

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- f. To authorise payments and note any monies received
- g. To review and sign cash book reconciliation
- h. Budget monitoring

18. To consider planning applications and note planning decisions from Breckland District Council:

- a. Planning applications
- b. Decisions received:

**3PL/2022/1330/F** - Conversion of an existing home-office to a new residential dwelling. 3 Drymere.  
**APPROVED**

19. To receive items for inclusion on the next agenda

20. To confirm date of next meeting as **Monday 10<sup>th</sup> July 2023** 7.30pm Beachamwell Village Hall

21. ***To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the meeting for item 10.2 on the grounds that it could involve the likely disclosure of private and confidential information.***

- a) **Staffing**

*Sharon Sweet* Clerk to Beachamwell Parish Council

05<sup>th</sup> May 2023