

MARSHLAND ST JAMES PARISH COUNCIL

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held at Marshland Hall **at 7.30pm on 22nd May 2023.**

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 as set out hereunder.

Neil Watson

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Clerk to the Parish Council

16th May 2023

Account checking at **7.15pm** prompt.

Cllrs Wilkinson & Askew

AGENDA

- 1** **Election** of Chair and **Signing** of Declaration of Office
- 2** **Welcome** to new Councillors and **Signing** of Declarations of Office (all Councillors)
- 3** **Election** of Vice Chair and **Signing** of Declaration of Office
- 4** If necessary, **resolve that** any absent Councillor may sign their Declaration of Office at or before a later meeting.
- 5** Consider **Co-option** of Councillors to fill two vacancies.
- 6** To receive, consider and accept **apologies for absence.**
- 7** **Approve the minutes** of 17th April 2023
- 8** Receive **declarations of interest** on agenda items
- 9** Adjourn the meeting to allow for **public comments** on agenda items.
- 10** **Reports** from County & Borough Councillors if present
- 11** **Finance**
 - a) **Receive and accept** the Internal Auditor's Report for 2022/23 (AGAR p3)
 - b) **Review and accept** the Statement on Internal Control for 2022/23
 - c) **Completion of** the Annual Governance Statement for 2022/23 (AGAR p4)
 - d) **Acceptance** of Accounting Statements for 2022/23 (AGAR p5)
 - e) **Approve** the Notice of Public Rights for inspection of the 2022/23 accounts.
 - f) **Accept** accounts to 30th April 2023
 - g) **Agree** to sign cheques & approve payments.
- 12** **Police Matters**, including a Report of the Norfolk Police Priority Setting meeting on 18th April.
- 13** Discuss the **Neighbourhood Watch and Community Speedwatch** initiatives
- 14** **Consider and appoint members** as follows:
 - a) Playing Field Management Partnership
 - b) Neighbourhood Plan Steering Group
 - c) Police Liaison representatives
 - d) Norfolk ALC representative
- 15** **Planning matters**
 - a) To **consider** applications received since last meeting including:
23/00527/F – Erection of single-storey annex and double garage, Virginia Lake Caravan Park, 33a Smeeth Road
 - b) To **receive** planning decisions from the Borough Council
- 16** Receive **Matters arising** from minutes (*for information only*)
- 17** Receive **Correspondence** (*for information only*)
- 18** **Update** on the purchase of a Coronation Memorial Bench.
- 19** **Update** on the Neighbourhood Plan
- 20** Consider the production of a **Forward Plan** for Council priorities.
- 21** **Consider** the provision of dog waste bins.

- 22** **Discuss** the works to the access point to the playing field and a quotation to remove the spoil.
- 23** Consider **updating** the Council's Social Media presence with a Facebook page (for announcements only)
- 24** **Highways issues** – to report new issues & discuss any outstanding matters.
a) **Discuss** Speed Indicator Signs
- 25** Adjourn the meeting to allow for **public comments** on agenda items.
- 26** Receive items of concern & matters to be included on the **next agenda**.
- 27** Confirm the date of the **next Parish Council Meeting** – 12th June 2023