

## STANHOE PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING – AGENDA 8<sup>th</sup> May 2024

Clerk: Nicola Smith

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I hereby give you notice that the Parish Council meeting of the above-named Parish Council will be held in The Reading Room and Village Hall, Cross Lane, Stanhoe on Wednesday 8<sup>th</sup> May 2024 at 5.30pm. 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.

Stanhoe Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

1. Election of Chair and Vice Chair
  - 1.1 Elect a Chair for the Council year 2024/25
  - 1.2 To receive the Chair Declaration of Acceptance of Office
  - 1.3 Elect a Vice Chair for the Council year 2024/25
  - 1.4 To receive Vice Chairs Declaration of Acceptance of Office
  - 1.5 Co option of Councillors, Declaration of Acceptance and Register of Interests
  - 1.6 Co option to Councillor vacancy, Declaration of Acceptance and Register of Interests
2. To receive declaration of interests on agenda items. Please indicate whether the interest is a personal one or one which is also prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest the member may speak and vote on the matter. If a prejudicial interest is declared the member should withdraw from the room whilst the matter is discussed.
3. Confirmation of the minutes, General Parish Council meeting 7<sup>th</sup> March 2024
4. Present and apologies
5. Approve Standing Orders
6. Approve Financial Regulations
7. Approve the Code of Conduct
8. Public Session in accordance with the Public Participation Policy – Maximum time 15 minutes, 3 minutes for each person as per Standing Orders
9. Matters arising
  - To maintain village appearance and amenities**
    - 9.1 - Village Appearance and noticeboards – update and discussion re noticeboard with map.
  - To ensure safety of the community**
    - 9.2 – Highways and Trods – update
    - 9.3 – SAM 2 and Speedwatch update
  - To ensure Council meets governance requirements and is financially responsible**
    - 9.4– Insurance and Recreation play area – update
    - 9.5 – Savings account for reserves – update

- 9.6 – Approval of Risk Register
- 9.7 – Debit Card – card has now been received
- To effectively engage with the community**
- 9.8– Day 80 event – update
- 9.10 – Stanhoe.org - update

#### 10. Agenda Items

- 10.1 – Confirmation of July meeting date

#### **To maintain village appearance and amenities**

- 10.2 – Broadband for village hall

#### **To ensure Council meets governance requirements and is financially responsible**

- 10.3 – Insurance renewal

#### 11..Borough and County Councillor updates

- 11.1– Borough Councillor update
- 11.2 – County Councillor update

#### 12. Correspondence received after agenda published

#### 13. Finance

- 13.1 To approve accounts for payment.

| NAME         | BUSINESS                  | GROSS   |
|--------------|---------------------------|---------|
| NICOLA SMITH | CLERKS SALARY MARCH/APRIL | £397.34 |
| HMRC         | TAX FOR CLERKS SALARY     |         |
|              | MARCH /APRIL              | £58.84  |
| R CANWELL    | INTERNAL AUDIT            | £40.00  |
| D SCALES     | VILLAGE MAINTENANCE       | £320.00 |
| KLWNBC       | DOG BIN EMPTYING          | £228.38 |
| MEHM TRUST   | HIRE OF HALL              | £150.00 |
| NALC         | MEMBERSHIP                | £112.51 |
| NALC         | WEBSITE                   | £210.00 |
|              |                           |         |
|              |                           |         |
|              |                           |         |
|              |                           |         |

#### 13.2– Income and expenditure accounts

- 13.2 – Review Internal Controls and Internal Audit Report

- 13.3 – Variance Report

- 13.4 – Approval of the Annual Governance Statement 23/24

- 13.5 – Approval of the Accounting Statements 23/24

#### 14.Planning matters

##### 14.1 – Planning Applications received

| <b>Ref. No</b> | <b>Address</b> | <b>Planning details</b> | <b>Parish Council Decision</b> |
|----------------|----------------|-------------------------|--------------------------------|
|                |                |                         |                                |

##### 14.2 – Planning Applications received after agenda published

#### 15. Delegated Decisions

15.1 – Payment to MEHM Trust for Hall Hire 2023/24 £150 – APPROVED

15.2 – Payment to D Scales – Village Maintenance - £320.00 – APPROVED

15.3 – Payment to KLNWBC – Dog Bin emptying - £228.38 – APPROVED

15.4 – Payment to NALC – MEMBERSHIP - £112.51 – APPROVED

15.5 – Payment to NALC – WEBSITE -£210.00 - APPROVED

#### 16. Items to be added to the following months agenda – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

#### 17. Proposed date of next meeting

The agenda is issued 1<sup>ST</sup> May 2024

Nicola Smith – Parish Clerk This agenda conforms to the Transparency Code 2015