

EAST TUDDENHAM PARISH COUNCIL

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

Chairman: Kathryn Horton

Locum Clerk: Catherine Moore

To Members of the Council,

You are hereby summoned to attend a meeting of East Tuddenham Parish Council on **Tuesday 6th September 2022, 7.30pm at East Tuddenham Village Hall** for the purpose of transacting the following business:

C Moore Parish Clerk 31st August 2022

1. **To consider apologies for absence**
2. **Public Forum**
 - a. County / District Councillors
 - b. Public
3. **Declaration of interest for items on the agenda and applications for dispensation**
4. **To approve the minutes of the meeting held on Tuesday 5th July 2022**
5. **To ratify appointment of Catherine Moore as Locum Clerk**
6. **Matters Arising from the Minutes**
 - a. Bus Shelter - update
 - b. Village Green Seat - update
 - c. Working Group with the Church – update
 - d. New Bus Shelter near Village Hall – update
 - e. Second Defibrillator - update
7. **Planning**
 - a. New Applications
 - i. 3PL/2022/0846/F Land to rear of Bay Field: Change of use from agricultural land to garden land including woven steel fence to outer boundary and erection of garden room (amended).
 - b. Applications considered between meetings
None.
 - c. Decisions
3CM/2022/0018/CM 1067 Fakenham Road: SCO/2022/0001 Proposed link road to comprise the dualling of the A1067 from its existing junction with the A1270 Broadland Northway to a new junction with the A47 near Honingham and associated works (County Matter). **PERMISSION**

3PL/2022/0109/F Riverside Farm, Rotton Row: Proposed change of use of existing holiday accommodation no 4no. separate independent dwellings. **PERMISSION**
8. **Finance**
 - a. Finances 2022/23 To Date
 - b. To ratify appointment of Internal Auditor for 2019/20; 2020/21; and 2021/22
 - c. To receive Internal Audit Report for period 1st April 2019 to 31st March 2022
 - d. To agree PKF Annual Returns for 2019/20; 2020/21; and 2021/22
 - e. Asset Register – to advise of assets owned and locations
 - f. Insurance Renewal – lapsed 1st June 2022
 - g. To note VAT Reclaim made for period 1st January 2017 to 31st March 2022 (£453.62)
 - h. Budget 2022/23
 - i. Review Internal Controls
 - j. To consider payment of the following:
 - i. C Moore Salary* & Expenses August 2022 £146.15
 - ii. HMRC PAYE* August 2022 £36.30

iii. Norfolk PTS	Whole Council Training	£275.00
iv. Steve Jackman	Wix Website Development	£110.00
v. Westgarth Turner	Unpaid Payroll Invoices	£85.50
vi. Kerrie Wilton	Internal Audit – 3 years	£95.00
vii. Information Commissioner	Subscription	£35.00

*Figures to be finalised once Locum Clerk has access to PAYE and Government Gateway

9. Correspondence and Consultations

- a. General Correspondence

10. Other Matters

- a. Schemes for Norfolk County Council Parish Partnership Scheme 2023/24
- b. To approve suite of Policies and Risk Assessment
- c. Recruitment of Parish Clerk

11. Date of Next Meeting – Tuesday 4th October 2022 7.30pm at East Tuddenham Village Hall