**SUSTEAD PARISH COUNCIL**

**A meeting of the Council will be held on Monday 23rd May 2016 at 7:30pm, at Pear Tree Cottage, Aylmerton Road, Sustead.**

AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING

1. (i) Election of Chair for 2016-17 and Declaration of Office

(ii) Election of Vice Chair for 2016-17 and Declaration of Office

1. To consider accepting apologies for absence
2. To record declarations of interest from members in any items to be discussed
3. To sign as a correct record the minutes of the meeting held on 2nd February 2016
4. To discuss matters arising from these minutes
5. To receive reports from Parish Organisations and Local Members
6. Mike Knowles– District Councillor
7. Michael Baker – County Councillor
8. Gillian Bridges - Norfolk Police SNT
9. Planning Matters

 (i) Applications;

PF/16/0497. The Old Vicarage, The Street, Sustead, NR11 8RU. Erection of orangery to side of dwelling.

PF/16/0545. Flintstones, North Barningham Road, Bessingham, NR11 7JT. Erection of detached double garage.

(ii) Decision notices;

PF/15/1723. Church View, Church Road, Bessingham, NR11 7JW. Erection of extension to front and side of dwelling – NNDC permit given

PF/16/0142 & LA/16/0143. The Thatched Cottage, Aylmerton Road, Sustead, NR11 8QZ. Erection of rear extension & insertion of glazing to west first floor gable - NNDC permit given.

PF/15/1579. Church Barn, The Street, Sustead. Erection of timber frame cart shed and store – NNDC permit given.

PF/15/1667/ Manor House Farm, New Road, Bessingham, NR11 7JN. Conversion of agricultural buildings to 5 residential dwellings - NNDC permit given.

1. To agree work for the upcoming Highway Rangers visit
2. Financial Matters
3. To approve payments:

£250.00 – clerk wages for May meeting

£306.95 – Aon insurance (and to agree a long term agreement)

£25.00 – Stuart Fowler – internal audit

£115.25 – NALC subscription 01/02/16 – 31/03/17

1. Receipts:

£968.00 – Precept 1st installment

1. To agree and sign the 2015/16 accounts for Mazars
2. To review the following documents

Financial Risk Assessment

Financial Regulations

Annual Review of the Effectiveness of Internal Control

Annual Review of the Effectiveness of Internal Audit

1. Correspondence
2. An update on the village hall strip lease, and a plan regarding trustee status.
3. Dog fouling problems in the parish
4. Any other business
5. Date of next meeting

Kirsty Cotgrove, Clerk. 16 May 2016