**SUSTEAD PARISH COUNCIL**

**Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB**

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**The Annual Parish Council Meeting will be held on Monday 13th May 2019 at 7:30pm, at Hanworth Village Hall, Hanworth.**

AGENDA FOR THE PARISH COUNCIL MEETING

1. (i) To elect the Chair for 2019-20

(ii) To elect the Vice Chair for 2019-20

(iii) To consider co-option to the Parish Council

2. To consider accepting apologies for absence

3. To record declarations of interest from members in any items to be discussed, and to request dispensation to speak / vote.

4. To sign as a correct record the minutes of the meeting held on 11th February 2019.

4. To discuss matters arising from these minutes

5. To receive reports from Parish Organisations and Local Members

John Toye – District Councillor

Sarah Butikofer – County Councillor

Norfolk Police

6. Planning Matters

(i) PF/19/0603. Wheelwrights, The Street, Sustead (PC Objected)

7. To update on the village hall deeds and trust, and to approve further action if necessary

8. To update on the draft order E/3546 – proposed stopping up of highway at the Street, Sustead

9. To approve/review the following policies:

Financial Regulations

Financial Risk Assessment

Annual Review of Internal Audit

Annual Review of Internal Control

Asset Register

9. Financial Matters

(i) To approve payments:

£250.00 – K Cotgrove - clerk wages for May meeting

£30.00 – J Boxall – Internal audit

£313.96 – BHIB – Insurance renewal

(ii) To note receipt:

£1405.00 – NNDC precept – 1st instalment

(iii) To declare the Parish Council exempt from external audit in 2018-19

(vi) To approve the Annual Governance Statement 2018-19

(v) To approve the Accounting Statements 2018-19

10. Correspondence

(i) NNDC Local plan – public consultation

11. Any other business

12. Date of next meeting

Kirsty Cotgrove, Clerk, 4th February 2019