

# SUSTEAD, BESSINGHAM & METTON PARISH COUNCIL

Clerk to the Council: Helen Pell, Maybeck, 1 Sustead Lane, Sustead, NR11 8RR  
01263 570021/07595827867 sbmparishcouncil@yahoo.co.uk

**The Annual Parish Council Meeting will be held on Tuesday 13<sup>th</sup> May 2025  
at 7pm, at Hanworth Memorial Hall.**

**The public and press are welcome to attend.**

**Please park responsibly as the hall is being used for another activity on the same night.**

## **Meeting Agenda** – (published 7<sup>th</sup> May 2025)

1. To receive apologies for absence
2. To elect a Chair and to sign the Acceptance of Office
3. To elect a Vice Chair and to sign the Acceptance of Office
4. To receive declarations of interest from members in items on the agenda and to requests for dispensation.
5. To agree that the Council meets eligibility for General Power of Competence, and to renew adoption
6. To approve the minutes of the meeting held on 10<sup>th</sup> February 2025
7. To note the resignation of Councillor Blyth and consider the vacancy created.
8. To hear Chairman's Guidance on Councillor Conduct
9. To receive reports:  
Eric Vardy - Norfolk County Councillor  
John Toye - North Norfolk District Councillor
10. To adjourn the meeting to allow for public participation (10 minutes maximum)
11. **Finance**
  - 11.1 To receive the Internal Auditor's report and consider recommendations 2024-25
  - 11.2 To approve and sign the Annual Governance Statement in the Annual Return 2024-25
  - 11.3 To approve the Statement of Accounts in the Annual Return 2024-25
  - 11.4 To declare the Parish Council exempt from external audit for 2024-25 and sign the Certificate of Exemption.
  - 11.5 To appoint Jo Bloxall as Internal Auditor for 2025-26 accounts and note that the Council will also require an external audit.
  - 11.6 To approve the current financial position on the bank reconciliation
  - 11.7 To receive the budget reconfigured to clarify funds for the Village Hall distinct from general Parish Council funds
  - 11.8 To approve the payment of accounts list for payments already made:

|                                          |     |         |
|------------------------------------------|-----|---------|
| NPTS FOI and GDPR clerk training courses | Chq | £83.20  |
| NPTS Annual membership                   | Chq | £57.50  |
| NALC Annual Membership                   | Chq | £117.47 |
| CAS Additional premium war memorial      | Chq | £75.51  |
| E.on March                               | d/d | £18.30  |
  - 11.9 To approve the following payments to be made

|                                              |         |
|----------------------------------------------|---------|
| H Pell – May salary                          | £385.84 |
| H Pell -expenses, printer ink, paper, stamps | £30.77  |
| Community Action Norfolk – membership        | £50.00  |
| Hanworth Village Hall – May meeting          | £30.00  |
| Jo Boxall – internal audit                   | £50.00  |
| E.on April bill direct debit due 16 May      | £18.23  |
  - 11.10 To note the following receipts:

|                                                    |            |
|----------------------------------------------------|------------|
| Anonymous grant – paid in 3 March 2025             | £12,500.00 |
| Anonymous grant – second payment due to be paid in | £12,500.00 |
| NNDC – precept received 28 April                   | £2,265.00  |

12. To review and sign the following policies
  - 12.1 Annual Review of Internal Audit
  - 12.2 Annual Review of Internal Control
  - 12.3 Financial Risk Assessment
  - 12.4 Asset Register.
13. The Three Villages Hall -to receive an update on renovation works
14. **Planning** -To consider planning application PF/25/0743 – The Pump House, New Road, Bessingham. Erection of a single storey side extension and front porch
15. **Training**  
To approve Clerk training on Freedom of Information and General Data Protection Regulation.  
To consider planning training for Councillors.
16. To receive any update on Bessingham appeal in respect of first time drainage.
17. To consider whether the Parish Council should determine whether residents of Sustead and Metton may also wish to make an application for first time drainage.
18. To receive a report on a meeting with the Rural dean about the future of St Andrew’s Church, Metton.
19. To consider graveyards in the Parish
20. To revisit Metton war memorial
21. To revisit noticeboards in the Parish.
22. To consider a complaint about dog fouling in Sustead
23. To consider National Trust property, School Farm, Metton.
24. To receive the Clerk’s report on items from the last meeting not on the agenda
25. Correspondence  
To consider the following, circulated, correspondence.
  - 25.1 Nutrient neutrality funding
  - 25.2 Public consultation on Public Space Protection orders for dog restrictions in non-coastal areas.
  - 25.3 Norfolk Nature Recovery Consultation.
  - 25.4 RLS Computer Services Ltd website hosting
  - 25.5 Norfolk County Council Parish & Town Council event letter
  - 25.6.To consider any other correspondence
26. To agree the next 4 meeting dates
27. To close the meeting

Helen Pell, Clerk, 7<sup>th</sup> May 2025