

SUSTEAD, BESSINGHAM & METTON PARISH COUNCIL

Clerk to the Council: Helen Pell, Maybeck, 1 Sustead Lane, Sustead, NR11 8RR
01263 570021 clerk@susteadpc.norfolkparishes.gov.uk

A meeting will be held on Monday 11th May 2026 at 7pm, at The Three Villages Hall, Sustead.

Please bring a chair if you can as we have very limited chairs at the moment.

The public and press are welcome to attend.

Meeting Agenda – (published 5th May 2026)

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 requests for dispensation.
5. To agree that the Council meets the eligibility for General Power of Competence and to renew adoption.
6. To approve the minutes of the meeting held on Monday 9th February 2026
7. To receive reports:
John Toye - North Norfolk District Councillor
8. To adjourn the meeting to allow for public participation (10 minutes maximum)
9. **Finance**
 - 9.1 To receive the Internal Auditor's report for 2025/26 and consider recommendations.
 - 9.2 To approve and sign the Annual Governance Statement in the Annual Return 2025/26
 - 9.3 To approve the Statement of Accounts in the Annual Return 2025/26
 - 9.4 To appoint Jo Boxall as Internal Auditor for the 2026/27 accounts.
 - 9.5 To approve the current financial position on the bank reconciliation.
 - 9.6 To receive the Budget figure outcomes for 2025/26 and note the Budget for 2026/27 previously agreed.
 - 9.7 To approve the payment of account list for **payments already made:**

<u>BACs payments</u>	
A Williams reimbursement re Sis Art/Village Hall	£1,760.00
M Bowland reimbursement re Village Hall	£87.18
A Williams reimbursement re Village Hall	£406.10
Sis Art Balance	£2,102.50
E.on Next February bill	£28.62
NPTS annual subscription	£72.00
ACE Fire Service	£203.64
<u>Direct Debit</u>	
WAVE water bill	£18.09
E.on Next March bill	£318.69

9.8. To approve the following **payments to be made**

H Pell – May salary	£597.09
Ace Fire – Village Hall Fire Risk Assessment	£360.00
NALC – Annual Subscription	£117.47
CAN subscription	£50.00
Jo Boxall – Internal Audit	£75.00
A Williams – Reimbursement of Village Hall expenses	£649.37

9.9 To note the following **receipts**:

Norfolk Community Fund for Metton noticeboard	£500.00
North Norfolk District Council, precept 50% 2026/27	£2,625.00
Danielle Dennis – Village hall hire	£75.00

9.10 To approve writing off cheque 100531, dated 11 November 2024 for £30.00

9.11 To receive an update about Eon.Next Backbilling and agree overtime worked to resolve this.

10. **Policies**

To review and sign the following policies:

- 10.1 Annual Review of Internal Audit
- 10.2 Financial Risk Assessment
- 10.3 Annual Review of Internal Control
- 10.4 Asset Register

11. **The Three Villages Hall**

11.1 To agree Terms of Reference for the Village Hall Committee

11.2 To elect members of the Village Hall Committee

11.3 To receive an update.

12. **Planning**

To note the decision on planning application RV/25/2112 – retrospective permission for an agricultural building, Oaklands Farm, Manor Road, Bessingham NR11 7JN.

13. To receive an update on Parish noticeboards maintenance and replacement

14. To receive an update on Metton war memorial

15. To consider a request from Cllr Parker to invite a Bessingham litter pickers group to make a presentation at a future meeting (for information only, no decision.)

16. To discuss concerns and consider any appropriate action about parking on the village green space in Sustead.

17. To consider a Norfolk Ramblers request (email circulated) that the Parish undertakes and publishes on it's website a documented audit of paths and Rights of Way

18. To receive the Clerk's report on items from the last meeting not on the agenda

19. To agree the next 4 meeting dates

20. To close the meeting