

# Bergh Apton Parish Council Agenda for a Parish Council Meeting Wednesday 29<sup>th</sup> May 2024 7:00pm in Village Hall

Councillors are summoned to attend the above meeting and all members of the press and public are welcome to attend.

1. To receive apologies for absence & declarations of interest
2. To elect the Chairman of the Council
3. To elect the Vice-Chairman of the Council
4. To note the resignation of the Parish Clerk
5. To appoint a Responsible Financial Officer
6. To appoint a Proper Officer
7. To receive any questions or comments from members of the Public on matters on the agenda
8. To approve the minutes of the Parish Council meeting held on 27<sup>th</sup> March 2024
9. To report progress on items not on the Agenda arising from the last meeting
10. Presentation of County Councillor's Report: Kay Mason-Billig
11. Presentation of District Councillor's Report: John Fuller
12. To review Committees and Working Groups of the Council and appoint members
13. To consider appointment of Council member representatives to outside bodies
14. To review banking arrangements and appoint/remove signatories as required
15. To consider list of regular payments for approval, including Direct Debits and Standing Orders
16. To review asset register and consider quotes for insurance renewal
17. To review Model contract of employment for local councils for consideration of adoption
18. To consider correspondence received regarding war memorial
19. To consider correspondence received regarding Church Road Rooks
20. To consider correspondence received regarding request to purchase BT Kiosk
21. To consider draft plans for lectern artwork and wording
22. Planning Applications:
  - 22.1. To note the status of all planning applications in the Parish from 1<sup>st</sup> April 2023
  - 22.2. Planning Application Ref 2024/1247: Demolition of existing dwelling and erection of new self/custom build dwelling, swimming pool and pool house, 3 bay cart shed and entrance at Orchard House White Heath Road Bergh Apton Norfolk NR15 1AY
23. Finance:
  - 23.1. To note the Internal Audit Report and recommendations for action
  - 23.2. To consider the Certificate of Exemption for approval
  - 23.3. To consider section 1 and 2 of the Annual Governance and Accountability Return (AGAR) for approval
  - 23.4. To consider the explanation of significant variances for approval
  - 23.5. To note the Notice of Public Rights and Publication of Unaudited AGAR commencing Monday 3<sup>rd</sup> June 2024 – Friday 12<sup>th</sup> July 2024
  - 23.6. To note regular payment of £178.16 to A Gallant for April Salary
  - 23.7. To note regular payment of £78.33 to Autela for Q4 Payroll Services
  - 23.8. To note regular payment of £44.40 to HMRC for PAYE
  - 23.9. To note regular payment of £55.00 to NPTS for annual subscription

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- 23.10. To note regular payments by Direct Debit of £3.60 and £15.59 to IONOS for cloud storage and web provision
- 24. To agree items for next meeting
- 25. Date of next meeting: Wednesday 31<sup>st</sup> July 2024