

Earsham Parish Council

Clerk: Mrs. Lynda Ling, 61 Jays Green, Harleston, Norfolk IP20 9HH
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Notice of Meeting

To Members of the Public and Press,

You are cordially invited to attend a meeting of Earsham Parish Council which will be held at Earsham Village Hall on Wednesday 10th May 2023 at 7.30pm to consider the business detailed below and there will be an opportunity for public participation after Agenda item 5 and 11

Signed: *Lynda Ling*
Parish Clerk

Date: 3rd May 2023

AGENDA

1. Election of Chairman and Vice-Chairman

- a) To elect a Chairman for the coming year
- b) To receive the Chairman's Declaration of Acceptance of Office
- c) To elect a Vice Chairman for the coming year

2. Apologies from members unable to attend

3. Declarations of interest, in particular matters to be raised at this meeting

- To note any declarations of members pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda
 - a) To consider any dispensation requests

4. Co-option of potential candidates

- To consider co-opting candidates who have come forward in response to a casual vacancy on the council, and if appropriate, to appoint a councillor by co-option. If an appointment is made, the new councillor, if present, should then sign the Declaration of Acceptance of Office.

5. Resolution to approve the Minutes of previous meetings

- Parish Council meeting held on Wednesday 29th March 2023

The meeting will be adjourned for public participation for items to be discussed on the Agenda only (maximum 10 minutes)

6. Reports/Protocols/Consultations

- Police, District and County Councillors
- Parish Councillors
- Clerks Report

6. Village Items –

- a) Update on all village items, including the WW1 Commemorative Plaque, Signpost, email from Highways, grit bins etc.
- b) Report from the Speed Watch group

7. Planning Applications – Recent applications and decisions made by South Norfolk Council

8. Finance and Governance–

- Approval of items of expenditure invoiced since the March 2023 meeting and note balances
- Agreement to transfer funds from Parish Council account to Allotment Account for Wave (water) payment due June 2023

- To resolve to agree the 2022/23 parish accounts
- To resolve to agree to sign off Section 1 of the AGAR Annual Return – Annual Governance Statement 2022/23
- To resolve to agree to sign off Section 2 of the AGAR Annual Return – Accounting Statements 2022/23
- To resolve to agree to the dates for the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Monday 5th June 2023 to Friday 14th July 2023
- g) To discuss and agree to pay the parish insurance of £1145.74
- h) To discuss and agree more signatories for the Parish Council bank accounts
- i) Resolution to agree the following:-
 1. Records Management Policy
 2. Community Engagement Policy
 3. Standing Orders
 4. Financial Regulations
 5. Risk Assessments - Financial, General and Management

9. Playing Field/Play Equipment/Bowls Club/Allotments

- a) Update on request from Earsham Football Club to install a post and rail fence around the pitch (1 metre high)
- b) Agreement to itemise water and rent separately on allotment invoices and to agree both annual costs
- c) Agreement to issue notice of any agreed rent increases to allotment tenants (12 months' notice required)

10. Significant Correspondence – Forwarded to Councillors

11. Business for the next meeting

The meeting will be adjourned for public participation (maximum 10 minutes)

12. Confirmation of the date of the next meeting – Wednesday 26th July 2023