

**NOTICE OF MEETING**  
**Annual Council Meeting will be held on Tuesday 13<sup>th</sup> May 2025**  
at 7:30pm, in Spixworth Village Hall Room 84

Mrs Carolyn.Lake  
Clerk to the Parish Council

*\*Please notify the clerk if you wish to join this meeting\**

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**AGENDA**

**1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTEREST**

**2. TO ELECT A VICE CHAIR FOR 2025/26**

**3. TO ACCEPT APOLOGIES FOR ABSENCE**

**4. DECLARATIONS OF INTEREST**

4.1 To receive Declarations of Interest under the Code of Conduct 2012

**5. PUBLIC SPEAKING TIME:** Members of public are invited to speak and are only permitted to speak at this point in the meeting for a maximum of three minutes each.

**6. REPORT FROM DISTRICT COUNCILLOR**

**7. REPORT FROM COUNTY COUNCILLOR**

**8. REPORT FROM PARISH CLERK**

**9. HIGHWAY MATTERS**

**10. CO-OPTION OF PARISH COUNCILLORS**

**11. MINUTES OF PREVIOUS MEETING**

**12. TO RECEIVE MONTHLY ACTION PLAN UPDATE**

**13. FINANCE**

13.1 To note Balances and to approve Payments in accordance with the Budget as per tabled schedule 13<sup>th</sup> May 2025

13.2 To note bank reconciliation as of the 30<sup>th</sup> of April 2025.

13.3 To note internal auditors report

13.4 To approve section 1 and sign of Annual Governance Statement 2024/25

13.5 To approve section 2 accounting statement figures for Annual Return 2024/25

13.6 To agree Insurance policy quote for 2025-26.

13.7 To review quarterly figures and agree reserves.

13.8 To agree purchase of litter pickers

**14. PLANNING MATTERS**

**14.1 Ref:** 2025/1148

**Proposal:** Proposed single storey rear extension.

**Location:** 1 William Peck Road

**Comment Date:** 14<sup>th</sup> May 2025

**14.2 To note decisions made under delegated authority**

40 Sydney Road, NR10 3PQ – 2025/0869 – Singel Storey extensions to front, rear and side.

**15. ANNUAL POLICY REVIEW**

- 15.1 To review Financial Regulations Policy
- 15.2 To review Risk Assessment Policy
- 15.3 To review Internal Control Statement
- 15.4 To review Effectiveness of the System of Internal Audit
- 15.5 To review Code of Conduct Policy
- 15.6 To review Assets Register
- 15.7 To review the Standing Orders
- 15.8 To review the Health and Safety Policy
- 15.9 To review Safeguarding Policy
- 15.10 To review Lone Working Policy
- 15.11 To review the Planning Scheme of Delegation
- 15.12 To agree the Policy Review Schedule

**16. AMENITY MATTERS**

- 16.1 To agree replacement of damaged swing on Orchard Road Park
- 16.2 To note issue with Japanese knotweed on Greg's Meadow and steps put in place to remove it.

**17. DEVOLUTION/LOCAL GOVERNMENT REORGANISATION**

**18. To consider a Christmas event and appoint a working group.**

**19. TO AGREE THE DATE OF THE NEXT MEETING**-Tuesday 17<sup>th</sup> June 2025, Room 84 Spixworth Village Hall