

Lower Halstow Parish Council

C/o Parish Clerk, Mrs. A Smith
Amberley, 5 The Street, Sporle, King's Lynn, Norfolk. Email: clerk.lhpc@gmail.com

AGENDA

The Annual Meeting will be held on Tuesday 7th May 2024 at 7.00pm in the Memorial Hall

Followed by:

The Monthly Meeting for May of Lower Halstow Parish Council

Please note that this meeting will be recorded for the purposes of the Minutes

THE ANNUAL MEETING OF LOWER HALSTOW PARISH COUNCIL

1. Election of Chair
2. Election of Vice-Chair
3. To agree Councillors responsibilities for 2023/24
 - a) Parks & Leisure & Planning
 - b) Footpaths
 - c) Hedgerow maintenance
 - d) Burial Ground
 - e) Allotments
 - f) Parish Highways Plan
 - g) Brickfields and Seawall
4. Dates of Meetings 2023/24

Ann Smith

**Ann Smith (Mrs)
Parish Clerk**

Date: 1st May 2023

Lower Halstow Parish Council

C/o Parish Clerk, Mrs. A Smith
Amberley, 5 The Street, Sporle, King's Lynn, Norfolk. Email: clerk.lhpc@gmail.com

AGENDA

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**The Monthly Meeting of Lower Halstow Parish Council
will be held on Tuesday 7th May 2024 following the Annual Meeting in the
Memorial Hall**

1. To receive **Apologies for absence**.
2. To receive any **Declarations of Pecuniary or Non Pecuniary Interest**, and any Applications for Dispensation on Agenda Items. (Requirement of the Localism Act 2011.)
3. **Public session.** (Maximum 15 minutes).
Parishioners of Lower Halstow are welcome to address the meeting during this time. Any other person wishing to address the Parish Council must make a written request to the Clerk.
4. **Visitors.** Reports or comments from:
 - a) KCC Councillors;
 - b) SBC Councillors;
 - c) PCSO;
 - d) Friends of the Brickfields.
5. **To resolve that the Minutes** of the Parish Council meeting held on Tuesday 2nd April 2024 are a correct record.
6. **Matters arising:**
 - a) To discuss response from KCC regarding drainage issues at the rear of properties in Burntwick Drive.
 - b) To discuss and agree option to change website provider.
7. **Policies:**
 - a) To review Risk Management Policy
8. **To discuss any planning applications received between producing the agenda and this meeting.**
9. **Correspondence**
 - a) Request for donation to St Margaret's Church (deferred from last meeting)
 - b) Finance:**
 - a) To receive and note the Annual Internal Audit Report 2023/24;
 - b) To approve Section 1 of the AGAR – Accounting Statements for 2023/24;

- c) To approve Section 2 of the AGAR – Accounting Statements for 2023/24;
- d) Proposal to continue the subscription to KALC.
- e) To discuss raising the spending limit on the credit card from £200 to £1000.

c) To receive reports on the following:

- a) Parks & Leisure & Planning (MS);
- b) Footpaths and Hedgerow maintenance, Burial Ground and Allotments (TP);
- c) Parish Highways Plan (AS and K H-C);
- d) Brickfields and Seawall (TP).

d) To receive Clerk's report, to include:

- a) To note payment received since last meeting;
- b) To authorise Invoices for Payment – See Payments List.

e) Items for information only:

- a) Items for Website and Village News.
- b) To receive agenda items for next meeting and agree date of next meeting.

Ann Smith

**Ann Smith (Mrs)
Parish Clerk**

Date: 1st May 2024