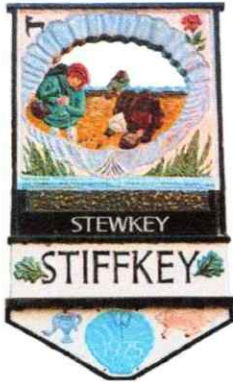


STIFFKEY PARISH COUNCIL

Chairman:- Councillor M. Williams

Vice-Chairman:- Councillor J. Lawrence

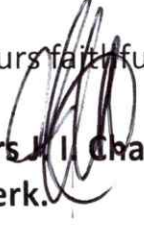


Dear Sir/Madam,

22nd July, 2024

You are hereby summoned to attend a meeting of **Stiffkey Parish Council** to be held on **Monday 29th July, 2024** at **7.00 pm** in **Stiffkey Village Hall**.

Yours faithfully,


Mrs J. I. Chance
Clerk.

AGENDA

1. **Minutes of the Meeting held on Monday 13th May, 2024.**
To agree the Minutes of the Meeting held on Monday 13th May, 2024.
2. **To receive apologies for Absence.**
3. **To receive declarations of interest and requests for dispensations.**
4. **Public Participation** – To allow members of the public opportunity to inform the meeting. This item is limited 15 minutes (maximum of 3 minutes per person).
5. **County and District Councillors' Reports.**
 - 5.1 County Councillor's Report.
 - 5.2 District Councillor's Report.

Locum Clerk:- Julie Chance, Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP
Telephone No:- 07305048062
Email:- clerkstiffkey@gmail.com

6. To consider any Planning Matters and agree action.

PF/24/0945 – Hill House, 25 Bridge Street.

PF/24/1139 – Bridge at Cabbage Creek.

PF/24/1013 – Otterslea, 5 Riverbank, Wells Road.

PF/24/1228 – The Marsh, 9A Greenway.

PF/24/1018 – 14 Wells Road.

PF/24/1183 – Hillcreast, 38 Wells Road.

PF/24/1010 – The Old Military Camp - APPROVED.

PF/23/1082 – The Old Catering Hut, Greenway – APPROVED.

7. To receive update concerning Bridge.

7.1 To receive update concerning planning application.

7.2 To receive a draft letter to National Trust – Greenway. Cllr. Hooper to report.

8. To receive update on Social Media Facebook and Website.

8.1 Social Media – Cllr. Husain to give update.

8.2 Website – Cllr. Hooper to give update.

9. To receive update concerning Blakeney Surgery – Report Cllr. Hooper.

9.1 Dentistry – Cllr. Hooper to report.

10. Police.

10.1 To receive report following SNAP meeting held on 9th July, 2024.

10.2 To receive report from Community Speed Watch.

11. Maintenance of Assets.

11.1 Asset Maintenance Schedule – Update from Members.

11.2 Insurance:- To receive update concerning annual insurance.

12. Finance.

12.1 To receive cash book to 30th June, 2024 and agree action.

12.2 To agree bank statements against cash book to 30th June, 2024.

12.3 To consider the following payments.

£

Clerk's salary, office allowance and travel

payslip circulated – June and July 622.35

HMRC 122.40

Stiffkey Village Hall – Hire 150.00

12.4 To receive update concerning newsletter and to consider quotes and agree action.

- 12.5 To receive update concerning Geosphere – Parish-on-Line and agree action.
- 12.6 To receive information concerning street lighting and consider quotation and agree action.
- 12.7 To consider letter received from Local Lynx and agree action.
- 12.8 Full Council Training – To consider.
- 12.9 Draft Budget – 2025/26 – To consider Zoom meeting to prepare.
- 13. **Defibrillator and Healthy Stiffkey Working Group.**
 - 13.1 To receive update concerning purchase of Defibrillator and recommendations from Healthy Stiffkey Working Group.
 - 13.2 **Transport Scheme** – To receive update.
- 14. **Annual Policy Review.**
 - 14.1 **Communication and Social Media Policy** – Circulated.
 - 14.2 **Lone Worker Policy** – Circulated.
 - 14.3 **Grant Awarding Policy** – Circulated.
 - 14.4 **Retention of Records Policy** – Circulated.
 - 14.5 **Freedom of Information Guide** – Circulated.
 - 14.6 **Armed Forces Covenant** – To consider adoption. Circulated.
 - 14.5 **Biodiversity Policy** – To consider adoption – Circulated.
 - 14.6 **IT Policy** – To consider adoption – to be written.
- 15. **Reports from meetings attended and updates.**
 - 15.2 **Community First Responders.**
- 16. **Highways.**
 - 16.1 **Temporary Road Closures** – Circulated.
 - 16.2 **Overgrown Verge** – To receive information. No action required.
 - 16.3 **Greenway** – To receive update on condition of surface of the road.
- 17. **Garden Plots – To receive update.**
- 18. **Correspondence – To note.**
 - 18.1 **Norfolk ALC** – Various Papers – Circulated.
 - 18.2 **The Rural Bulletin** – Various Papers – Circulated.
 - 18.3 **NCC – Norwich Western Link** – Circulated.
 - 18.4 **Norfolk Coast Forum** – Circulated.
 - 18.5 **NNDC – East Marine Plan** – Circulated.

19. Date of the next meeting.

The next meeting has been noted as Monday 30th September, 2024 at 7.00 pm in the Stiffkey Village Hall.

20. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC.

21. Contract of Employment – To discuss contract of employment for permanent Clerk.

22. Annual Appraisal – Date and Format