

Congham Parish Council

Annual Parish Council meeting

Wednesday 29th May 2024 at 7pm – St. Andrews Church, St Andrews Lane,
Congham

Councillors are summoned to attend the above Parish Council meeting for the purpose of transacting the business on the agenda below. The public are always welcome to attend these meetings.

Ophelia Donovan, Clerk
22nd May 2024

Congham

AGENDA

1. To elect the Chairman and receive the Chairman's Declaration of Acceptance of Office.
2. To elect the Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office.
3. To receive apologies for absence.
4. Minutes:
 - a) To discuss any matters from the minutes not listed on the agenda. (For information only).
 - b) To agree and sign the minutes of the Parish Council meeting held on the 3/4/2024.
5. To receive any Declarations of Interest on any item to be discussed.
6. To receive written reports from the County Councillor and the Borough Councillors:
(County Cllr S Dark, Borough Cllr M de Whalley & B Anota).
7. To close the meeting for public Participation
(Residents are welcome to bring items to the attention of the council).
8. To discuss update on the retrospective application of the infilling of Congham Bridge.
9. Defibrillator update.
10. Update on West Norfolk Local Plan Review.
11. Update on flooding along St. Andrews Lane and Station Road.
12. Neighbourhood Plan, consultation response deadline-17th June 2024.
13. Planning Applications.
14. Finance:
 - a. To agree the Payments and Receipts to May 2024.
 - b. Clerk's salary & expenses for 2 months pay-£742.14
 - c. St. Andrews Church venue hire -£25.00.
 - d. Jo Raby-Internal Auditor-£60.
 - e. Insurance renewal-£181.41.
 - f. Banking Signatories Mandate-update.

- g. Internal & External Audit.
 - h. To agree & sign AGAR.
 - i. To agree arrangements for the exercise of public rights.
 - j. To confirm that the Precept in the sum of £6,699.50 was received on 30th April 2024.
 - k. CIL Report-due 1st June 2024.
- 15. To provide an update on the Map board.
 - 16. To discuss recruitment via Co-option.
 - 17. Cycle Stand Initiative.
 - 18. Insurance renewal-13th July 2024.
 - 19. To discuss the Biodiversity Plan, previously circulated by the clerk.
 - 20. To review and consider adopting updated Financial Regulations.
 - 21. To review and consider adopting updated Standing Orders.
 - 22. To review and consider adopting a risk management scheme.
 - 23. Fuel Allotment update.
 - 24. Highways and footpaths update.
 - a) Update on lost footpath-Cllr. Dark.
 - b) Update on step to post box-Cllr. Dark.
 - 25. Correspondence.
 - 26. Urgent items.
 - 27. To note the date for the next meeting is Wednesday 24th July 2024, 7pm at St. Andrews Church.

Ophelia Donovan, Clerk Congham Parish Council.