

Honingham Parish Council

You are invited to attend the **Annual Parish Council meeting** of Honingham Parish Council which will be held at Honingham Village Hall on Wednesday 29th May 2024 at **7.00pm**.

The meeting will be followed by **The Annual Parish Meeting**

The Council welcomes the public and press to its meetings.

The public and press will have the opportunity to address the Council during the Public Participation session.

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest in items on the agenda and requests for dispensation
3. To elect the Chairman for the year 2024-25
4. Chairman to sign Declaration of Acceptance of Office
5. To elect the Vice-Chairman for the year 2024-25
6. To co-opt to the casual vacancies for Councillor
7. To welcome representatives from Hornsea Project 3
8. To approve the minutes of the Parish Council meeting dated 17th April 2024
9. To report on progress of matters arising – Information only
10. To receive reports from District and County Councillors (where applicable).
11. Finance
- 11.1 To approve payments for the following:

11.1.1	Fiona Johnston – Salary April 2024 (Paid 6 May)	£305.80 pd
11.1.2	E.G. Grounds Care – Annual contract approved Apr 24 meeting (Paid 6 May)	£150.00 pd
11.1.3	Clear Insurance Management Ltd – Annual Premium, Year 2 of 3-year deal, (Paid 6 May)	£441.89 pd
11.1.4	Fiona Johnston – Expenses April 2024 (Ink £54.15, Travel £16.74, Office £8.00)	£78.89
11.1.5	Norfolk Parish Training & Support – Cllr Induction training	£96.00

- 11.2 To consider and review the Bank Reconciliation for April 2024
- 11.3 Grant Applications
- 11.4 To note the CIL balances
12. To consider matters in relation to the annual audit for financial year 2023-24
- 12.1 To consider the Internal Auditors report for the financial year ending 31 March 2024 and consider recommendations
- 12.2 To agree the accounts for the financial year ending 31 March 2024.
- 12.3 To consider the assertions on, and complete, the Annual Governance Statement 2023-24 and to authorise the Clerk and Chairman to sign.
- 12.4 To consider and approve the Accounting Statements 2023-24 and to authorise the Chairman to sign.
- 12.5 To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form.

13. To receive an update re progress of the development of the Bowling green / play area and agree any actions required
14. To consider a response to the following planning application;
 - 14.1 Application – 2024/1040. Proposal: Phase 2 of Food Enterprise Park (South Norfolk)
 - 14.2 Application – 2024 / 1320. Proposal: Merryhill Country Park, Telegraph Hill, Honingham, NR9 5AT
Certificate of lawfulness (existing) for use of land as a mixed holiday and residential caravan site
15. Opportunity for Public participation
16. To receive an update on correspondence received and to discuss / agree any required responses.
17. To confirm details of the next meeting – Wednesday 10th July 2024

Fiona Johnston, 22nd May 2024