

Wood Dalling Parish Council

Parish Council Meeting

I give notice of a meeting and summon members to attend

The meeting will be held at

Wood Dalling Village Hall on **Tuesday 5 September 2023, 7.30pm**

Members of the public are welcome to attend

L Trabucco

29 August 2023

Agenda

- 1 To consider apologies for absence
- 2 To receive declaration of interest for items on the agenda and to consider any dispensation
- 3 Minutes
 - a To confirm the minutes of the meeting held on Tuesday 9 May 2023
 - b To confirm the minutes of the meeting held on Tuesday 4 July 2023
- 4 To consider the co-option of a councillor to fill the vacancy after the election
- 5 Public Open Forum
- 6 To receive Committee reports and recommendations
 - i Village Hall
 - ii Newsletter
 - iii Church
 - iv Broadland County Councillor & Broadland District Councillor
- 7 Planning
 - a To consider a response to planning application (if any)
 - b To receive a report on plans refused/accepted by Broadland District Council
 - i Planning application 2023/1787 Claire Smith, Land North And South Of Blackwater Lane Heydon Norfolk. Installation of pre-construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development)
- 8 Matter Arising from Minutes

To hear an update and to consider any necessary action with regard to the following:

 - a Noticeboard
 - b Village Sign
 - a Highways issues/potholes/hedge cutting/verge cutting
 - i To note the Advance Work Notice – Black Lane, Norton Corner – Road Closure from Monday 4 September to Friday 15 September at all times, as part of the preparation for construction of the Hornsea Three cable route. Temporary closing Blackwater Lane, Norton Corner between these dates.
 - ii To consider [Norfolk County Council scheme to Bid for Parish Partnership 2024/23](#) – for local highway improvements – all bids to be submitted by 8th December 2023

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9 Finance

- a To note the following payments made since the last meeting:
- | | | | |
|-----|---------------------|--------------------------------------|---------|
| i | CIA Insurance | Town House renewal insurance | £325.22 |
| ii | HMRC PAYE | NI quarterly payment for June & July | £ 23.71 |
| iii | Aylsham Computers | New hard drive for Parish Laptop | £189.90 |
| iv | Matt Packman | Grass cut no. 6 on 25.06.23 | £335.00 |
| v | Cheverton & Son Ltd | Newsletter for July/August | £ 48.00 |
- b To consider payments for the following:
- | | | | |
|-----|--------------------|---|---------|
| i | Melanie Eversfield | May/June/July Salary | £481.75 |
| ii | Laura Trabucco | July Salary | £188.85 |
| vi | Laura Trabucco | August Salary | £153.55 |
| vii | Zurich Municipal | WDPC Liability insurance (annual cover) | £235.00 |
- c To receive an update on the Mandate
- d To agree internet banking access for the Responsible Financial Officer
- e To add extra signatory to the bank account
- f To review WDPC Financial Regulations
- g To note the Internal Audit Report and consider any actions
- h To approve the Internal Auditor for year end 2023/24

10 Administrative Matters

- a To agree monthly payments will be made between meetings
- b To note that the Clerk has now administrative access to Wood Dalling Parish Council website www.wooddallingpc.norfolkparishes.gov.uk
- c To consider a mobile phone contract on a low monthly cost for the Clerk

11 To consider correspondence received

12 General Parish Issues

13 To consider confirming the date of the next meeting Tuesday 7 November 2023 at 7.30pm

14 To consider a resolution to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed

15 To receive an update on financial matters

16 To receive an update on HR matters