

Walcott Parish Council

14th March 2022

Dear Sir/Madam

You are hereby summoned to attend the **Ordinary Council Meeting** of Walcott Parish Council to be held at the **Lighthouse Inn, Coffee shop, Coast Rd, Walcott, Norwich NR12 0PE** on **Monday 21st March 2022, at 7:00pm**, for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Denise Revell - Clerk and RFO
Meadowcroft
40 Cromer Road
Mundesley
Norfolk
NR11 8DB
Tel: 07900 957888
Email: Clerk@walcott-pc.org.uk

AGENDA

1. **Apologies for absence**
2. **Declarations of interest and requests for dispensations**
3. **Minutes of previous meetings**
 - 3.1 To agree and sign the minutes of the Ordinary Council Meeting held on the 15th November 2021.
 - 3.2 To sign the minutes of the Ordinary Council Meeting held on the 15th November 2021
4. **Chairman's Report**
5. **Public Participation Time**

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

6. Matters arising from previous meetings

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 Council would like to thank the local businesses for their donations towards the Christmas Tree Lights - Walcott Village Hall, Walcott Stores, Kingfisher Cafe, Walcott Chalet Park, Nelsons Patch and the Light House Inn.
- 6.2 Council welcomes Cllr Byham and Cllr Mansfield to the council, both were co-opted at the last council meeting.
- 6.3 The Village sign has been ordered
- 6.4 Facebook page for Walcott Parish Council is up and running
- 6.5 The 'no overnight parking' (Walcott Gap) sign is still be chased up
- 6.6 The issue with the collapsed ditch on the Coast Road is being investigated by Highways
- 6.7 Hatch Markings at Walcott Gap have been repainted
- 6.8 Discussions being held with NNDC regarding Rubbish Bin at Walcott Church

7. Planning

- 7.1 To consider and agree the new Allotment Lease and agree any matters arising
- 7.2 To consider and agree the date and time for the Annual Parish Meeting
- 7.3 To consider and agree applying to NNDC for licence to place an additional bench on the seafront

8. Finance

- 8.1 To consider and agree bank reconciliation of accounts
- 8.2 To consider and agree Payments and receipts
- 8.3 To consider and agree to appoint the internal auditor
- 8.4 To consider and agree adding an extra signatory to the bank account
- 8.5 To consider and agree the pay increase for the Clerk
- 8.6 To consider and agree the subscription to Norfolk Parish Training and Support
- 8.7 To consider and agree to make a donation to Walcott Village Hall for their Queen's Jubilee Celebrations

9. Policies, Documents, Communications and Training

- 9.1 To sign the Scheme of delegation policy
- 9.2 To consider and agree the Procedure in respect of planning matters
- 9.3 To consider and agree the Risk Assessment for Council
- 9.4 To consider and agree the Freedom of Information Policy

10. Events

- 10.1 To consider and agree arrangements for the Queen's Platinum Jubilee and agree any actions

11. To report any other business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council

12. Correspondence

To consider correspondence received by the Council and agree responses thereto.

12.1 Application received from Fresh Start New Beginnings requesting a donation.

12.2 Thank you received from Community Transport Scheme, Broadland First Responders and Citizens Advice for the donations received from Council

12.3 Contact from member of the public asking for support with a highways issue

13. Date of Next Meeting

To confirm that the date of the next meeting of the Parish Council will be on 16th May 2022 at 7pm at the Lighthouse Inn Coffee Shop.