



Brundall Parish Council

PO Box 1196
Blofield
Norwich
NR13 4WR

Tel: 07809 144342

e-mail: brundallparishcouncil@hotmail.co.uk

To all members of Brundall Parish Council. You are summoned to the **Annual Meeting of the Parish Council**, which is to be held in the **Memorial Hall**, Brundall on **Thursday 14th May 2015** at 7.00 pm for the purpose of transacting the following business.

Agenda

1. **Election of Chairman of the Council** and to receive the Chairman's Declaration of Acceptance of Office
2. **Election of Vice-Chairman of the Council** and to receive the Vice-Chairman's Declaration of Acceptance of Office
3. To consider apologies for absence
4. Declarations of interest on items on the Agenda
5. To confirm the Minutes of the meeting held on 24th April 2015
6. To report on actions arising from the Minutes not on the Agenda: for information only
7. To confirm eligibility to adopt the General Power Of Competence
8. To inform the Council the process for the co-option of councilors for any vacancies arising from the election process.
9. **Committees, Sub-committees and Outside Bodies**
 - Existing committees – review of terms and conditions
 - To agree the creation of a new post of Chief Planning Adviser
 - Existing committees - nominations for co-option
 - To agree the appointment of Members to outside bodies
10. **To note that there are no proposed changes to the Standing Orders**
11. **To note that there are no proposed changes to the Financial Regulations**
12. **To consider approval of Asset Register as at April 2015 and actions to be taken**
13. **To consider approval of Risk Assessment Report as at April 2015 and actions to be taken**
14. **Review of the Council's or Clerk's membership of other bodies.**
15. To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County Councillors' and District Councillors' reports
16. Re-convene the meeting
17. **Chairman's Report**
18. **Cremer's Meadow**
 - 1) To consider whether Cremer's Meadow should be cleared of all structures apart from the big barn, and, subject to further discussion by the Friends, the former pigeon loft.
 - 2) To consider the preparation of a policy paper that will clarify the role of Cremer's Meadow in village life, including its possible use by village groups
19. **Allotments**
 - 1) To further discuss the Council's duty of care with regard to visitors to the site – signage
 - 2) To discuss a request from the Allotments Association to have use of the bags of grass seed ordered for the parkrun track
20. **Planning**

Application No:	20150667
Description:	EIA Screening Option – Class B2 Manufacturing Facility with Offices and Associated Car Parking, Residential Development; Residential Care Home and Class A1 Convenience Retail Unit
Location:	Land at Yarmouth Road Brundall and Postwick
Applicant	Brooms Boats of Brundall
21. **Finance**
 - To consider approval of Financial Risk Assessment Report April 2015 and action to be taken
 - To consider the Clerk's proposals for the virement of unspent funds to reserves
 - To approve the Annual Return for signature by the Chairman and to be sent to Mazars including the amended Bank reconciliation.
 - To approve bills for payment for May 2015 (please refer to the schedule of cheques for approval/signature)
22. **Parish Clerk's Correspondence:**
23. Items for next agenda (not for discussion)
24. Date for next Parish Council Meeting 22nd June 2015

S E Smyth S E Smyth Parish Clerk 7/5/15