



Brundall Parish Council

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 **St Laurence Centre, Brundall** on Monday **22nd May 2023** 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. Distribution of forms for Councillors (Register of Interest forms)
5. Declarations of interest on items on the Agenda
6. To confirm the Minutes of the meeting held on 24th April 2023
7. To report on actions arising from the Minutes not on the Agenda: for information only
8. **Committees, sub-committees and outside bodies**
 - To nominate any new members for co-option
 - To approve the Council's committee list to include the Council's sub groups and working groups
 - To agree the appointment of Members to outside bodies
9. **To note no proposed changes to the Standing Orders**
10. **To note no proposed changes to the Financial Regulations**
11. **Reports:**
 - Land Management Committee**
 - Environment Committee**
 - Advisory and Scrutiny Committee**
 - **To approve the following documents as drafted by the Advisory and Scrutiny Committee:**
 1. Gifted Bench Policy
 2. Terms of Reference for Land Management Committee
 3. Revised Framework for the "Friends Of" Groups
 4. GDPR Privacy Notice.
12. **Review of the Effectiveness of Internal Control**
13. **To receive the Council's summary of policies for review**
14. **To consider the Council's eligibility to exercise the General Power of Competence for the ensuing term of office**
15. **To consider approval of Asset Register as at May 2023 and actions to be taken**
16. **To consider approval of Risk Assessment Report as at May 2023 and actions to be taken**
17. To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County Councillors' and District Councillors' reports
18. **Re-convene the meeting**
19. **Planning**
 - To ratify a comment made by the planning sub group:**
 - 2023/0926:** Single storey rear extension Location: Enfield House 56 The Street Brundall Norfolk NR13 5LJ Applicant: Mr & Mrs Julie Robotham Application Type: Householder – **No Objection**
 - 2023/1162:** Alterations and extension to existing rear conservatory Location: 96 Lackford Close Brundall Norfolk NR13 5NL Applicant: Mr Simon Hill Application Type: Householder- **No Objection**
 - Applications to consider**
 - 20220108** Planning Appeal DCLG Reference APP/K2610/W/22/3309996, Location : Land At 15 Highfield Avenue, Brundall, NR13 5NT Appeal By : Vello Ltd 9 Laurel Drive Brundall Norwich NR13 5RE
 - BA/2023/0180/FUL** Proposal : Proposed new inlet/slipway to an existing private riverside plot, including any associated decking, landscaping and planting Address : 3 Riverside Estate, Brundall, Norwich, Norfolk
20. **Report from the Planning Sub Group about a meeting held with Broom Boats**
21. **Road Safety report**
22. **Assets of Community Value – to consider options**
23. **Postwick footpath/cycleway scheme**
24. **Finance**
 - To consider approval of Financial Risk Assessment Report May 2023 and action to be taken

- To review the bank signatories for both the HSBC and Unity current accounts and Broadland Deposit Account
- To approve the list of direct debits and standing orders for the coming year
- To approve bills for payment for May 2023 (please refer to the schedule of cheques for approval/signature)
- To approve the year end accounts 2022-2023 and virements
- To consider a donation to Acle and Brundall Lions for the summer fete
- To consider a donation to the Mens Shed

25. Parish Clerk's Correspondence

26. Items for next agenda (not for discussion)

27. Date for next Parish Council Meeting 26th June 2023

Sharon Smyth

Parish Clerk

Claudia Dickson

Deputy Parish Clerk 15/5/23