



## Annual Parish Council Meeting

I give notice of a meeting and summon members to attend. The meeting will be held at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS on Tuesday, 20 May 2025, at 7:30 pm. Members of the public and press are welcome to attend.

Signed: *Tanya Rowlandson*

Dated: 14 May 2025

## Agenda

1. To elect the Chair for the ensuing year
2. To elect a Vice-chair for the ensuing year
3. To consider apologies for absence
4. To receive declarations of interest for items on the agenda and to consider any requests for dispensations
5. To confirm the minutes of the meeting held on Tuesday 18 March 2025
6. Matters arising
7. Public Open Forum (15 minutes) and to receive the updates from County Councillor Andrew Proctor and District Councillors Jan Davis and Eleanor Laming
8. To receive the Community Hall Committee operational update and consider any action (Sarah Cartwright)
9. To receive the SAM2 speeding update and consider any action (Bob Hunt)  
<https://strumpshaw-pc.gov.uk/traffic-data/>
10. Buckenham Wood To consider the quote from Norwich Fringe Project for works to the steps and path near beach and any other action (Bob Morgan/Alasdair Fraser)
11. To receive the Neighbourhood Plan Steering Group update and consider any action (submitted by Rachel Leggett, Project Manager)
12. To consider appointments to committees and assign responsibilities
13. To consider NPTS Chiring Successful Meetings training course for Chair and Vice Chair, Thursday 19 June 2025 at The Costessey Centre NR8 5AH
14. To consider nominations for Parish Council appointed Trustee to The Strumpshaw Trust
15. To consider proposals from the Strumpshaw Trust for provision of a new community noticeboard
16. Finance (Clerk)
  - 16.1. To consider the Internal Auditors report for year ending 31 March 2025 and to consider the Annual Reviews of Effectiveness of Internal Control and Effectiveness of Internal Audit
  - 16.2. To agree the accounts for year ending 31 March 2025
  - 16.3. To consider the assertions on, and complete, the Annual Governance Statement 2024/25 and to authorise the Clerk and Chairman to sign
  - 16.4. To consider and approve the Accounting Statements 2024/25 and to authorise the Chairman to sign
  - 16.5. Review of payments and income against budget and to approve payments and note income received
  - 16.6. To check bank reconciliation reports against bank statements
  - 16.7. To check the Reserves



17. To consider adoption of a volunteer policy
18. To consider revisions to the bank account mandates (signatories) and authorise the direct debit mandate to HMRC for PAYE payments
19. To note increase in Clerk's salary to SCP19 (completion of CiLCA)
20. To agree a date in July for the annual inspection of the allotments and consider any other allotment matters
21. To consider a response to Broadland District Council's consultation on proposal to renew the Public Space Protection Order (PSPo) (Dog Fouling) under the Anti-social Behaviour, Crime and Policing Act 2014
22. To consider responses to planning applications:
  - 22.1. Broads Authority Planning Application reference BA/2025/0081/FUL The Waterworks, Low Road, Strumpshaw, proposed change of use from Sui Generis to storage and light commercial.  
<http://www.broads-authority.gov.uk/planning/application-search>
  - 22.2. Planning Application reference 2025/001, Loke House 8 The Loke Strumpshaw Norfolk NR13 4NU proposal: conversion of detached garage into a one bedroom annex  
<https://info.southnorfolkandbroadland.gov.uk/online-applications/>
23. To consider an application to Norfolk County Council's funding scheme for installation of up to 100 new and improved bus shelters in town and parish council areas across Norfolk
24. Correspondence and Clerk update
  - 24.1. Long Lane Trod and update on funding
  - 24.2. Grit bin on Mill Road/Norwich Road junction
  - 24.3. Annual Parish Meeting to consider and review feedback
  - 24.4. Surface condition of public footpath from Buckenham Road through St Peter's Church Strumpshaw (**Strumpshaw FP19**)
  - 24.5. Casual Vacancy for the position of parish councillor
  - 24.6. Community Emergency Plan
  - 24.7. Missing Road Safety Sign (exclamation mark sign) near Buckenham Wood Car Park, Wood Lane
25. To consider and to confirm the date of the next meeting Tuesday 15 July 2025, at 7:30pm