

# Weybourne Parish Council

Telephone:  
07402 722 482

Email:  
weybournepc@gmail.com

Website:  
<http://weybournepc.norfolkparishes.gov.uk/>

You are hereby summoned to attend the **Annual Meeting of Weybourne Parish Council** following the Annual Parish Meeting on Wednesday 15<sup>th</sup> May 2019 at the Village Hall.

Clerk to the council: Catherine Fletcher

Date: 9<sup>th</sup> May 2019

---

## AGENDA

1. To elect the Chair of Weybourne Parish Council – Chair to sign Declaration of Acceptance to Office
2. To consider the election of a Vice-Chair of Weybourne Parish Council
3. (a) To receive and consider apologies  
(b) To receive Declarations of Interest on Agenda items
3. To consider any Declaration of Acceptance of Office that have not been received and decide whether to grant an extension or declare the seat vacant.
4. To approve the minutes of the meeting held on 3<sup>rd</sup> April 2019
5. **Public Participation**
  - (a) Requests to speak on agenda items
  - (b) To receive reports from County and District Councillors
  - (c) To receive the Police Report
6. **Finance:**
  - (a) To note the £9,328.94 payment received in error from HMRC
  - (b) To receive and note the end of year financial statement of the Parish Council for 2018/19
  - (c) To receive and note the Annual Internal Audit Report 2018/19
  - (d) To approve the Annual Governance Statement for 2018/19
  - (e) To approve the Accounting Statement for 2018/19
  - (f) To note the period for the Exercise of Public Rights will be 17<sup>th</sup> June to 26<sup>th</sup> July 2019
  - (g) To note the bank reconciliation to 23<sup>rd</sup> April 2019
  - (h) To note the accounts summary to 23<sup>rd</sup> April 2019
  - (i) To approve the following invoices for payment:

i.	C Fletcher	Salary for April	£ 352.00
ii.	E.On	Street Lighting Electricity	£ 74.50
iii.	N-ALC	Annual Subscription	£ 175.22
iv.	C Fletcher	Expenses and mileage	£ 47.87
v.	NNDC	Cemetery waste collection	£ 113.10
vi.	HMRC	Payment in error	£ 9,328.94
vii.	Secret Gardens	April verge cutting	£ 76.00
viii.	Came &Co.	Insurance for 2019/20	£ 926.12
ix.	WVHMC	April Hall Hire	£ 16.00
x.	E.On	Street Lighting Electricity	£ 72.10
  - (j) To approve payment of invoices received since the 9<sup>th</sup> May 2019
  - (k) To note the following regular monthly payments:

i.	Garden Aide	Cemetery and churchyard grounds maintenance	£320
----	-------------	---	------
  - (l) To appoint additional signatories to the parish council bank accounts
  - (m) To appoint a Finance Officer
  - (n) To consider requesting HMRC VAT to cover the additional cost of the External Audit
7. **Planning:**
  - (a) To consider the following planning applications
    - i. PF/19/0653, Two-story front extension, 12 Station Road, Weybourne
    - ii. PF/19/0381, Swimming pool within curtilage of dwelling, Field House, Sheringham Road, Weybourne
  - (b) To note information/decisions received since last meeting

# Weybourne Parish Council

Telephone:  
07402 722 482

Email:  
weybournepc@gmail.com

Website:  
<http://weybournepc.norfolkparishes.gov.uk/>

- i. APP/Y2620/W/18/3207749 The Roost, Bolding Way. Planning permission granted for conversion of games room to one unit of holiday accommodation, in accordance with application Ref PF/17/1740 without compliance with condition numbers 3, 4 and 5 previously imposed on planning permission PF/09/0029, dated 14 May 2009, to allow residential occupation as a dwelling.
  - (c) To consider planning applications received since 9<sup>th</sup> May 2019
  - (d) Affordable Housing
    - i. To note the date of the consultation event, Thursday 20<sup>th</sup> June 2019, 2:30-7:00pm
    - ii. To consider and respond to the following correspondence re: affordable housing:
      - a. Letter re: Affordable Housing received 19/04/19
      - b. Letter re: Affordable Housing received 02/05/19
      - c. Letter re: Affordable Housing received 04/05/19
  - (e) To consider appointing members to the Planning Working Group
- 8. Highways & Footpath matters:**
  - (a) To respond to correspondence re: pond in Beach Lane
  - (b) To receive updates regarding the state of the beach
  - (c) To receive updates regarding the earthworks at the Western end of the beach
  - (d) To receive updates re: the repairs to the pavement on The Street, nr The Ship
  - (e) To receive updates regarding the Sandy Hill Surveyor's Allotment
- 10. Allotments:**
  - (a) To receive the allotments report
- 11. Village Hall:**
  - (a) To receive the Weybourne Village Hall Management Committee report
  - (b) To consider the request to contribute to the costs of the recent work on the drainage system of the village hall
- 12. Cemetery & Churchyard:**
  - (a) To receive an update regarding the updating of cemetery records
  - (b) To agree to the clearing of the area next to the shed in the new section of Weybourne Cemetery
- 13. Harry Dawson Playing Field**
  - (a) To receive the Harry Dawson Playing Field report
  - (b) To consider the request to pay for the emptying of the bin on the HDPF
- 14. Weybourne Community Fund**
  - (a) To receive the Weybourne Community Fund report
- 15. Governance:**
  - (a) To consider the replacement of the Village Information Board outside the village hall
  - (b) To review the Weybourne Parish Council Co-option Policy
  - (c) To review the Weybourne Parish Council Training Policy
  - (d) To adopt the DRAFT Weybourne Parish Council Planning Policy
- 16.** To consider the process for the co-option of a councillor to fill the vacancy arising from the election process
- 17. To receive update re installations for Deep History Coast**
  - (a) To note the plans for the work to be carried out at Weybourne
  - (b) To consider the need for public toilets at the Beach Road car park area
- 18. Correspondence** to consider and respond to the following:
  - (a) Letter from Scope re: possibility of textile bank in Weybourne received 01/05/19
  - (b) Item received since 9<sup>th</sup> May 2019
- 19. Public Participation** (comments/other matters)
- 20. To confirm date of next meeting, Wednesday 5<sup>th</sup> June 2019– future agenda items**