

BRINTON AND SHARRINGTON PARISH COUNCIL

Meeting Notice and Summons

Notice is given to the public and Councillors of the Parish Council are summoned to attend an Annual Parish Council Meeting of Brinton Parish Council in Sharrington Village Hall on Thursday 22nd May 2025 which will follow the Annual Parish meeting.

Linda Jennings - Parish Clerk

15th May 2025

Members of the public are welcome to attend this Annual Parish Council Meeting

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To Receive and Consider Apologies for Absence
4. To Receive Declarations of interest and request dispensations of disclosable pecuniary interests by Councillors in any of the agenda items listed
Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
5. Public questions, comments, or representations on matters connected with the agenda.
6. To approve the minutes of the meetings held on 27th March 2025
7. Matters arising from those minutes:
 - 7.1 Filing Cabinet
 - 7.2 Co-option
 - 7.3 Telephone Kiosk
 - 7.4 Milestone
 - 7.5 Bench at Brinton
7. To receive reports from County and District Councillors
8. To consider a request from Canham Consulting regarding Copper Beeches, The Street, Sharrington – Drainage Construction.
9. Planning
 - 9.1 To consider plans at the time of publishing:
 - 9.2 To consider plans since publication of agenda:
 - (9.2.i) PF/25/0034 – Erection of single storey rear extension to dwelling following removal of conservatory, external alterations to detached garage to facilitate conversion to home office – 1 The Street, Sharrington, NR24 2AB. The original application has now changed from the original description and amended plans received.
 - (9.2.ii) PF/25/0910 – Erection of first floor side extension – Church Farmhouse, Bale Road, Sharrington, NR24 2PF.
 - (9.2.iii) Back to the Garden
 - (9.2.iv) The Homestead
 - 9.3 To consider outcomes of planning – approved/withdrawn by the District Council:

Clerk: Mrs Linda Jennings CILCA

Email: clerk@brintonandsharrington-pc.gov.uk

Website: <https://brintonparishcouncil.norfolkparishes.gov.uk/>

- 9.4 To consider any Enforcement Matters and since publication of the agenda:
 - (9.4i) A148 Layby
- 10. Finance and Regulatory
 - 10.1 To agree and confirm Signatories for cheques and on-line banking
 - 10.2 To agree and confirm Internal Audit Controller
 - 10.3 To review the Parish Council's insurance policy and approve payment of premium for 2025 -2026:
 - 10.3.i) Zurich - £241.00.
 - 10.4 To note 1st Precept instalment of £4,000.00
 - 10.5. To approve any payments for April and May 2025
 - 10.5.i - Norfolk Association of Local Councils (NALC) Annual Subscription 2025/26 - £102.59
 - 10.5.ii - Internal Auditor – Audit and completion of AGAR - £40.00
 - 10.5.iii - Information Commissioners Office renewal - £52.00.
 - 10.5.iv - Clerks salary £544.40.
 - 10.6.v – Payment of £11.91 to HMRC National Insurance Contributions
 - 10.5.vi – Payment of £4.95 for Notice Board key to R. Hyslop
 - 11.6 To adopt Parish Council Policies & Code of Conduct
 - 11.6.i - All Councillors to agree to abide by the Code of Conduct
 - 12.7 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances, all to 22 May 2025
 - 12.8 Annual Governance and Accountability Return 2024-2025
 - 12.8.i To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form Certificate of Exemption – (AGAR 2025/24 Form 2)
 - 12.8.ii To consider the Internal Auditors Report for year ending 31 March 2025
 - 12.8.iii To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and Chairman to sign.
 - 12.8.iv To consider and approve the Accounting Statements and to authorise the Chairman to sign.
 - 13. To receive a request from residents of Upper Brinton to get the speed limit reduced.
 - 14. To deal with any correspondence
 - 15. To discuss any training requirements.
 - 16. To receive items for next Agenda
 - 17. To arrange date and time of next parish council meeting

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