

Northwold and Whittington Parish Council

AGENDA

1. To receive apologies for absence and consider accepting any reasons for absence
2. To receive declarations of interest and to consider any requests for dispensations
3. To approve the minutes of the meeting held on 2nd Nov and the extraordinary meeting held on 30th Nov 2023
4. To elect Vice Chairman
5. To agree appointment of Locum Clerk and RFO
6. Public forum for residents to comment on agenda items, and update from Borough and County Councillors
No decisions may be taken by Council during Public Forum. Any matters raised requiring a decision will appear on the agenda for the next meeting.

Members of the public are invited to address the Council, raising matters of concern or items for discussion pertinent to the agenda. The session will last for a maximum of 15 minutes with contributions lasting a maximum of 3 minutes from each person
7. Governance:
To agree adoption as presented of the following draft documents:
 - a) Standing Orders
 - b) Financial Regulations
 - c) Code of Conduct
 - d) Reserve Policy
 - e) Biodiversity Statement of Intent
8. Administrative matters:
 - a) To receive quotation for Scribe accounting software and consider subscription to the 'Lite' package £12pm
 - b) To approve purchase of council mobile phone approx. £80 and 1 year with 1p mobile talker plan £36
 - c) To receive quotes for replacement council laptop with a subscription to Microsoft Office and approve a budget allocation 2024-25
9. To consider request from Northwold Village Hall Committee for financial assistance in replacing inverter, estimated cost £941.88 plus VAT
10. To consider nominating The Crown as an Asset of Community Value (previous ACV status expired 08/11/2022)
11. To receive update from Northwold in Bloom (*information only*)
12. Parish Council assets and responsibilities
 - a) To consider bringing the website management back in-house, cancelling Norfolk ALC website management service at renewal
 - b) To receive grounds maintenance quote from TTSR for 2024
 - c) To consider approving reimbursement payment to Sports and Social Club for vandalised windows est. cost in the region of £400

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- d) To agree to purchase a reusable Christmas Tree for the Northwold Church Christmas Tree Event
- e) Northwold Play Area – To agree responsibility for weekly play area checks
- f) Northwold Play Area – To agree attendees for the Community Action Norfolk Play Area Inspection Training (next course February 15th, 2024 from 10:00 AM to 1:00 PM) cost per person £60
- g) Northwold Play Area – to receive update on the annual play inspection
- h) To receive update from D-Day working group (*information only*)

13. Finance

- a) To receive bank reconciliation
- b) To authorise payments and note receipts
- c) To note CIL parish report 2022/23 balance £8,664.96, chairman to sign the form and to agree to hold all CIL monies received in an earmarked reserve
- d) To agree appointment of Internal Auditor for 2022-23
- e) To approve the removal of all ex-councillors from the current banking mandate
- f) To approve addition of the Locum Clerk to the banking mandate, granting authority for communication with the bank and setting up of online payments.
- g) To approve the addition of councillors to the banking mandate, granting authority to approve payments
- h) To approve update of the postal address on the banking mandate to Locum Clerk
- i) To approve the requirement of dual authorisation on all payments from the bank account

14. To approve a working meeting for the 2024/25 draft budget and designate two councillors to assist the Locum Clerk in drafting budget proposals

15. Planning

- a) To consider consultee response to planning applications received from BCKL&WN:
23/01545/F – Conversion and extension of barn to create a dwelling at Waterfall Barn 49 Hovells Lane Northwold THETFORD
- b) To receive notification of decisions made by BCKL&WN: none

16. Next Meeting

For information only, no decisions may be taken under this item

- a) To receive items for inclusion on the next agenda
- b) To agree date of the next meeting