

# Holme Hale Parish Council Meeting Agenda

## To: Members of Holme Hale Parish Council

You are duly summoned to attend a meeting of Holme Hale Parish Council to be held at 7.30pm on Monday 12<sup>th</sup> July 2021 at Holme Hale Village Hall in the Tony Evans Centre.



Claire Prentice  
Clerk to the Council

Date: Wednesday 7<sup>th</sup> July 2021

## Public Attendance

Members of the public and press are asked on this occasion not to attend but submit any correspondence in writing to the clerk prior to the meeting.

If you do attend you must adhere to the Covid-19 risk assessment which is in place for the venue (this can be obtained from the parish council clerk, the management committee or on the parish councils website and you should also follow Covid-19 government guidance at the time of the meeting.

## 1. Council matters

**1.1 Apologies**, to receive and approve as required

**1.2 Interests**, to receive if relating to any items to be discussed

**1.3 Dispensations**, to grant any written requests if required

## 2. Approve minutes

- 17<sup>th</sup> May 2021
- 21<sup>st</sup> June 2021

## 3. Public participation (max. 15 minutes)

## 4. Reports and correspondence

## 5. Matters to be addressed

**5.1 Highways**, to receive updates, discuss and decide on any further action as required.

**5.2 Permissive footpaths and bridleways**, receive updates and decide on any further action as required.

**5.3 Replacement of footpath gatepost**, to receive updates and decide on any further action as required.

## 6. Planning, to consider applications and related correspondence

**3PL/2021/0842/F** (consultation period extended to 15<sup>th</sup> May)

Ivy Farm Cook Road IP25 7DJ

Erection of a horse menage and straw barn as well as provision for a tack room, an anti-theft container/ Portacabin and a manure trailer

## 7. Finance

**7.1 Internal controls**, appoint a councillor other than the chair to check reconciliations against bank statements at each meeting and sign as required inline with council's adopted financial regulations.

**7.2 bank statements and reconciliations for current account**, for approval

	Closing Balance as per bank statement 25th June 2021		£14416.88
	<u>Less</u> unrepresented cheques:		
000950	Clerk salary and expenses		£158.86
000952	Insurance		£249.93
	Net Balance as at 25th June 2021:		<b>£14008.09</b>
	The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2020:		£12056.68

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	Add receipts in year		£4000.00
	Less payments in year		£2048.59
	Closing balance as at 25th June 2021:		<b>£14008.09</b>

### 7.3 bank statements and cashbook extract for reserve account, for approval

		Receipts	Payments	Balance
01.04.21	Balance B/F			£4,806.64
30.04.21	interest	£0.04		£4,806.68
28.04.21	interest	£0.04		£4,806.72
Totals		£0.08	£0.00	£4,806.72

### 7.4 Accounts for approval

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
12.07.21	clerk salary + expenses	951	623.32 <sup>1</sup>		
12.07.21	Norfolk ALC, Training and subscription	952	255.49		
12.07.21	Bus shelter maintenance	953	305.65		

### 7.5 Budget monitoring- 1st quarter

#### 8. Council operational matters

**8.1 councillor vacancy**, to discuss and decide on any action to be taken.

#### 8.2 policies and procedures

- Code of Conduct
- Standing Orders
- Financial Regulations
- Grievance Policy
- Disciplinary Policy
- Equal Opportunities
- File Retention

#### 9. Confirm time and date of next meeting as Monday 6<sup>th</sup> September 2021 at 7.30pm

<sup>1</sup> If tax code has been amended