

# STRATTON STRAWLESS PARISH COUNCIL

6<sup>th</sup> May 2026

Parish Clerk: Mrs Lolly Cracknell

Email: [clerk@strattonstrawless-pc.gov.uk](mailto:clerk@strattonstrawless-pc.gov.uk)

NOTICE OF MEETING AND SUMMONS TO ATTEND the Annual Parish Council meeting which will be held on Monday 11<sup>th</sup> May 2026 at 7:30pm in Burroughes Hall, Parish Road.

## ANNUAL PARISH COUNCIL MEETING AGENDA

### 1. To elect a Chair

### 2. To elect a Vice Chair

### 3. To receive apologies

### 4. To receive Declarations of Interest and consider any requests for dispensations

Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda. To consider any dispensation requests.

### 5. To approve minutes of the Parish Council meeting held on 9<sup>th</sup> March 2026.

### 6. To report matters arising from the previous meetings, and consider any further actions.

6.1. To note that the sign has been cleaned and reinstalled at the sweet chestnut tree, Cllr L Drake.

6.2. Update on Parish Partnership application.

### 7. To receive District and County Councillors & Police reports

7.1. County Councillor.

7.2. District Councillor.

### 8. Public participation

### 9. Planning

#### 9.1. To consider and respond to planning applications received before the meeting.

9.1.1. None received prior to agenda being published.

#### 9.2. To note planning decisions made by Broadland District Council

9.2.1. 2026/0107. Removal/ Variation of Condition. Location: Land East Of Bracken Close North Of Shortthorn Road, Stratton Strawless. Proposal: Variation of condition 1 - approved drawings of existing application 2024/3785 (which consented to Amendment to 20040823 (as amended by 2024/3422) - change to design of dwelling). Decision: Approval with Conditions (Delegated). Date of decision: 6 March 2026.

9.2.2. Appl Number: 2026/0108. App Type: Removal/Variation of Condition. Location: Land Adj To Caradon Shortthorn Road Stratton Strawless. Proposal: Variation of condition 1 - approved drawings of existing application 2024/3784 (which consented to Amendment to 20040822 (as amended by 2024/3423) - change to design of dwelling) Date of decision 31/01/2025. Decision: Approval with Conditions (Delegated). Date of decision: 6 March 2026

### 10. Highways

10.1. To receive a highways update, and any further actions.

10.2. To receive a SAM2 report.

## 11. Finance

- 11.1. To receive an up-to-date bank reconciliation and EOY Bank Reconciliation to 31.03.2026.
- 11.2. To receive the Internal Audit Report for 2025/2026 and consider any actions.
  - 11.2.1. Minutes from 10<sup>th</sup> November missing from website, they have now been added, admin error when populating new gov.uk website.
  - 11.2.2. Financial Risk Assessment should be reviewed annually. See Item 13.3.
  - 11.2.3. Councillor contact information on the website, have been updated.
  - 11.2.4. Asset register to be reviewed annually, it was reviewed alongside the insurance schedule in March 2026 but not minuted clearly, Clerk to minute clearly in future.
- 11.3. To receive the AGAR and agree the following:
  - 11.3.1. To resolve to declare Stratton Strawless Parish Council as exempt as neither income or expenditure exceeded £25,000 in the 2025/2026 financial year, and sign the certificate of exemption.
  - 11.3.2. To resolve to approve Section 1 of the AGAR, the Annual Governance Statement, and sign.
  - 11.3.3. To resolve to approve Section 3 of the AGAR, the Annual Accounting Statement, and sign.
  - 11.3.4. To note the publication of rights as 3<sup>rd</sup> June to 14<sup>th</sup> July 2026, to be published on the website and noticeboard no later than 1<sup>st</sup> June 2026.
  - 11.3.5. To receive and analysis of variances report.
- 11.4. To consider and approve costs for repairs to the tree and fencing. (Cllr Levi Drake)
- 11.5. To approve payments and receipts, as presented at the meeting and including:

| <b>PAYMENTS</b>                   |                                        |            |            |              |
|-----------------------------------|----------------------------------------|------------|------------|--------------|
| <b>Company</b>                    | <b>Description</b>                     | <b>Net</b> | <b>Vat</b> | <b>Gross</b> |
| Norfolk Parish Training & Support | Annual Subscription                    | £82.41     | £16.48     | £98.89       |
| Staff Costs                       | Month 1 & 2 Payroll and Expenses       |            |            |              |
| Norfolk County Council            | Parish partnership scheme contribution | £650.00    | £0.00      | £650.00      |
| Jo Beardshaw                      | Internal Audit 2025/2026               | £150.00    | £0.00      | £150.00      |
| ICO                               | Annual Fee                             | £47.00     | £0.00      | £47.00       |

## 12. Correspondence

- 12.1. To receive email from Caradon Healthcare regarding a Community Garden Opportunity.
- 12.2. To receive meeting notes from Airport Consultative Committee 22 April 2026, and invitation to next meetings.

## 13. Admin

- 13.1. To receive an update from the Village Hall representative.
- 13.2. To consider the insurance renewal document from Hiscox Insurance Company Limited and approve the quote of £500.57.
- 13.3. To review and approve the Financial Risk Assessment.

## 14. Receive items for agenda of next meeting.

## 15. Date of next meeting.

- 15.1. All meetings to be held at Burroughes Hall at 7:30pm.
  - Monday 13<sup>th</sup> July 2026, 7:30pm Parish Council Meeting
  - Monday 14<sup>th</sup> September 2026, 7:30pm Parish Council Meeting