

# LESSINGHAM PARISH COUNCIL

*Serving the communities of Lessingham, Hempstead and Eccles on Sea*

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Chair: Mr Peter Peruzzi

Parish Clerk: Mrs Sara Burns

## To Members of the Council,

You are hereby summoned to attend a meeting of Lessingham Parish Council on **Tuesday 9<sup>th</sup> September 2025 at 7.30pm at Lessingham Village Hall** for the purpose of the transacting following business:

*S. Burns* Parish Clerk Tuesday 2<sup>nd</sup> September 2025

1. **To Consider apologies for absence**
2. **Declaration of interest for items on the agenda and applications for dispensation**
3. **Public Forum**
  - a. Public
  - b. County / District Councillors
  - c. Police
4. **To approve the minutes of the meeting held on Tuesday 8<sup>th</sup> July 2025**
5. To consider applications for co-options of Parish Councillor (1 vacancy)
6. **Chair Report**
7. **Clerk Report**
  - a. To advise the Clerk's leave in September/October
  - b. Contacted Councillor Wendy Fredericks regarding the house with the broken window. She has put me in touch with the Empty Homes Officer. No update as of yet.
8. **Finance**
  - a. To note the financial update 2025/26, bank reconciliation and receipts since last meeting
  - b. To approve Clerk's increase of pay for SCP14 from £14.84 to £15.31 following Local Government pay scale increase for 2025/2026.
  - c. To consider payment of the following:
    - i. Sara-Louise Burns Salary July & August 2025 £329.40
    - ii. HMRC PAYE July & August 2025 £79.80
  - d. To nominate a Councillor to carry out regular internal control checks on payments.
  - e. To review Draft Internal Control Policy
  - f. To review and discuss costs for website update and accessibility.
9. **Correspondence and Consultations**
  - a. Proposed Mayor's Role
  - b. My Neighbourhood Updates from Norfolk Police
  - c. Sand Dune fire concern
10. **Planning**
  - a. New Applications  
None
  - b. Applications considered between meetings  
None
  - c. Decisions  
PF/25/0493 – Lessingham Manor Cottage – Extension of existing residential property to provide enlarged accommodation – **Approved**  
PF/25/1181 – Lessingham Manor Cottage – Conversion of existing outbuilding to indoor swimming pool and associated facilities – **Approved**

PF/24/1959 – Harbour Bungalow, Sand Hills, Eccles on Sea – Siting of timber cabin for holiday use to replace existing static caravan - **Approved**

**11. Highways and Parish Assets**

- a. To report general highway issues
  - i. Invitation to bid for Parish Partnership 2026/27
- b. To report any issues within the parish and general parish council assets
  - i. To review Risk Assessment schedule 2025
  - ii. Fishing and parking at Eccles beach
  - iii. Parking concerns in and around Eccles on Sea
  - iv. Bench on the corner of The Street – repairs to be done by Son of bench owner, awaiting cost to be emailed.

**12. Items for inclusion on the next agenda**

**13. Date of next meeting: Tuesday 11<sup>th</sup> November 2025 7.30pm at Lessingham Village Hall**