

Shimpling Parish Council

Agenda for Parish Council Meeting

Monday 10th October 2016

You are invited to attend a meeting of Shimpling Parish Council at 7.30pm at Shimpling Village Hall on Monday 10th October 2016.

The Council, members of the public and the press may record/film/photograph or broadcast the meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed etc in such a way should advise the Clerk who will instruct that they are not included in the recording.

Anyone (including councillors) wishing to record/film/photograph etc the proceedings is expected to make their intentions known to the Clerk before the start of the meeting so that the Clerk can determine whether there is anyone who does not wish to be filmed etc in such a way in accordance with the above provision.

AGENDA

1. **To receive any apologies for absence.**
2. **Declaration of Members' Interest(s):**
 - a. To receive disclosure of pecuniary and non-pecuniary interest including gifts of hospitality in excess of £25
 - b. To consider requests for dispensation for the agenda item(s) under discussion
3. **Minutes of the last Meeting:** to sign the Minutes of the last Parish Council Meetings of 11th July 2016 as a true and accurate record.

Public Participation Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person) unless extended with prior permission of the Chair. Members of the public are reminded that the Council may not in law discuss or make any decision on a matter which is not on the present agenda. Issues outside the scope of the current agenda may however - where appropriate - be considered for the agenda of a future meeting. Whilst the Chair and Clerk prepare the meeting agendas, the Clerk has the final discretion in law as to what is contained on the agenda for a meeting.

4. **Chair's report:**
 - a. Village Hall lease renewal - for information only - update on lease renewal process
 - b. Village Hall rear door - for information only - update on the progress of fixing the rear door
 - c. To receive and note the Village Hall Committee Minutes

5. District Councillor's Report

6. County Councillor's Report

7. Police Report

- a. September report from Sudbury Neighbourhood Team - for information only
- b. SALC Suffolk Police survey consultation - to determine whether it would be appropriate for the PC to undertake the survey in light of any concerns about the extent of support from the Sudbury Neighbourhood Team

8. Clerk's Financial Report:

- a. **To receive and note current progress against and any outstanding action points arising from the recent Internal and External Audit procedures:**
 - i. Internal Audit (SALC)
 - ii. External Audit (BDO)
 - iii. Internal Control Report
 - iv. Financial Risk Management Reports, Annual and Quarterly
- b. **To receive monthly and quarterly Financial Report and Cashbook statements and related documentation**, to approve the monthly bank reconciliation(s) and bank statements for 2016/17 thus far to confirm all receipts and expenditure. A member of the Council other than a cheque signatory is to be appointed to verify and sign these documents at this and subsequent meetings.
- c. **To receive and note a quarterly report from the Clerk on the current expenditure etc as against Budget.**
- d. **To consider the following items awaiting authorisation:**
 - i. Lark Valley Landscapes - £352.80 (of which £58.80 is VAT)
 - ii. Receipt of Clerk's timesheets for July - September 2016 and thus Clerk wages for April - September 2016 of £593.28 and expenses of £33.74.
 - iii. To determine the following matters potentially incurring future expenditure (although not contained in the current Budget):
 1. Repainting of telephone box - estimated £50.00 + VAT (recoverable)
 2. Transfer of web hosting services from SCC to Community Action Suffolk - £50.00 annual charge
 - iv. Any other authorised invoices / matters coming forth
- e. **To receive, ensure that cover provided is adequate in all the circumstances and approve where appropriate the Public Liability Insurance policy renewal quote.**
- f. **To appoint a new signatory to the PC bank account mandate.**

9. Co-Option and Amendment of Standing Orders:

- a. To note the procedure for filling the vacancy for a new Councillor following the resignation of Jackie Saunders.
- b. To determine whether the Parish Council Standing Orders ought to be amended to allow for secret ballots in the co-option process.
- c. To consider the publication of a policy setting out the procedure by which the PC conducts Co-Option, so as to assist and advise future candidates.

10. Correspondence received:

- a. To note the outcome of correspondence related to parking on Halifax Place
- b. To note correspondence relating to potholes and condition of road surfaces generally, including Rectory Lane and Gents Lane etc.
- c. To note correspondence relating to the Felix bus route through the village
- d. To discuss possible steps in relation to concerns raised about traffic priorities on and around Gents Lane
- e. To consider a request from the WI relating to planting around the village sign

11. Planning

- a. Little Chadacre Farm House - Erection of side extension and front porch
- b. 5 Streetfield Close - Erection of two-storey side extension
- c. Gardener's Cottage, Cockfield - Tree Preservation Order - reduction and removal of ash trees
- d. To note that the Gents Lane application has been granted with a number of conditions
- e. To note progress in relation to concerns about allocation by Babergh of land in the village for possible future development.

Jenny O'Reilly-Turner

Clerk and Proper Officer to Shimpling Parish Council

Wednesday 5th October 2016

shimplingpc@gmail.com

Please note that any items to be considered for the agenda of the next meeting on Monday 14th November must be received by the Clerk

by Friday 4th November at the latest.

This deadline applies both to Councillors and members of the public.