

## Shimpling Parish Council

### Agenda for Parish Council Meeting

Monday 14<sup>th</sup> May 2018

**You are invited to attend a meeting of Shimpling Parish Council at 8.40pm at Shimpling Village Hall on Monday 14<sup>th</sup> May 2018**

*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 in such a way should advise the Clerk who will instruct that they are not included in the recordings.*

*Anyone (including Councillors) wishing to record, film, photograph or broadcast 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

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|--|--|--------|
| <b>1 To receive and accept any apologies for absence</b> |  | 2 mins |
| <b>2 Declaration of Members' Interest(s):</b>            | <ul style="list-style-type: none"><li>• To receive disclosure of pecuniary and non-pecuniary interest(s) including gifts of hospitality in excess of £25</li><li>• To consider requests for dispensation for the agenda item(s) under discussion</li></ul> | 2 mins |

#### 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 (5 minutes per person) unless extended with the prior permission of the Chair. Members of the public are reminded that the Council may not by law discuss or make any decisions on any matter which is not included 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 together, the Clerk has the final discretion in law as to what is contained on the agenda for a meeting.*

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|-----------------------------------|--|---------|
| <b>3 Clerk's Financial Report</b> | <ul style="list-style-type: none"><li>a. To receive and approve end of financial year accounts</li><li>b. To receive and approve bi-monthly Financial Report and Cashbook statements and all related documents, to approve the bank reconciliation(s) and bank statements to date</li><li>c. To receive and approve updated quarterly report for expenditure and receipts as against budget.</li><li>d. To set up or confirm internal control arrangements.</li><li>e. To consider the following items awaiting authorisation:<ul style="list-style-type: none"><li>• Purchase of a Dog Bin £169.01</li><li>• Renew SALC membership £179.41</li><li>• Internal Audit £142 + VAT</li><li>• Website Training costs £48.00</li><li>• Clerks Training £123.60</li><li>• Information Commissioner fee £35.00</li><li>• Rates on Parish Hall £53.00</li><li>• Any other authorised invoices / matters coming forth</li></ul></li></ul> | 15 mins |
|-----------------------------------|--|---------|

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| 4  | <b>Clerk's report (general)</b>                                   | a. Summary of progress: To consider clerks timesheet and approve payment<br>b. SIDs: To receive an update on progress for provision of SID (speed indication display)<br>c. Clerk's training<br>d. Village Website – Clerk and 2 councillors now trained to use it – options for the future<br>e. Bottle Bank Receipts   | 10 Mins        |
| 5  | <b>Village Hall</b>   | a) To consider provision of Wi-Fi at the Village Hall<br>b) To confirm Village Hall insurance<br>c) Village Hall Maintenance   | 5 Mins         |
| 6  | <b>Electoral review</b>   | To note the further submission from the council to consent to placement in Chadacre ward   | 5 Mins         |
| 7  | <b>Data Protection Officer</b>                                    | To review latest advice on named Data Protection Officer under General Data Protection Regulation that becomes effective on 25 <sup>th</sup> May 2018.   | 5 Mins         |
| 8  | <b>WW1 Centenary 2018</b>   | To consider any celebration events to commemorate the Centenary of WW1   | 5 Mins         |
| 9  | <b>Annual Village Spring Clean</b>                                | To receive a verbal update on the annual spring clean  | 5 Mins         |
| 10 | <b>Correspondence received</b>                                    | a) Invite to Planning meeting with MP<br>b) Suffolk Walking Festival   | 5 Mins         |
| 11 | <b>Planning</b>   | To consider the following planning application(s):<br>received<br><br>a) Marchwood House letter sent<br>b) Old School House response sent.<br>c) Gents Lane  | None<br>5 Mins |
| 12 | <b>Walking in the Dark</b>  | To consider what measures the council could take to prevent accidents when the public walk in the village in the dark  | 5 Mins         |
| 13 | <b>Urgent items to be brought to the attention of the Council</b> | To consider any items not already within the agenda, or any items received after publication of the Agenda and before the date of meeting.<br><br><i>Please note: The Parish Council are unable to make any formal recommendations or decisions, or to approve any expenditure on items raised under this item, unless failure to do so could result in placing persons or property at risk of injury or damage. In such circumstances they may exercise emergency powers to conclude a recommendation and action.</i> | 5 mins         |
| 19 | <b>Confidential item 1</b>  | The next two items are confidential at this stage and the public will be excluded during this part of the meeting  | 10 mins        |
| 20 | <b>Confidential item 2</b>  |  | 5 mins         |
|    |   |  | Total 89 mins  |