

# HOLTON ST MARY PARISH COUNCIL

## Annual General Meeting To Be Held On Wednesday 5<sup>th</sup> May 2021

at 8 p.m. via Zoom

### AGENDA

**21.01 Elections**

- a. To elect Chairman and sign Declaration of Acceptance.
- b. To elect Vice-Chairman.
- c. To elect Planning Committee.
- d. To elect Finance committee with powers to approve any amendments to Annual Return.

21.02 Chairman's welcome, accept councillors' apologies for absence.

21.03 To accept members' declarations of interest in accordance with the Council's Code of Conduct.

**21.04 Minutes**

To sign as a correct record the minutes of the meeting held on 10<sup>th</sup> March 2021

**21.05 Public Forum**

To receive reports from and ask questions to County Councillor and District Councillor.  
To permit public participation to make statements or ask questions

**21.06 Appointments**

To make the following appointments for the year:  
Footpath Warden  
Highway's representative  
Tree Warden  
Emergency Officer  
Millennium Green representative  
Village Hall Management Committee representative  
Safer Neighbourhood Panel representative

**21.07 Parish Councillor Vacancy**

To discuss protocol for filling vacancy

**21.08 Annual Subscriptions**

To confirm subscriptions to be made – Community Action Suffolk (free) and SALC

**21.09 Asset register**

To receive updated asset register

**21.10 Risk Assessment**

To approve and sign Risk Assessment document for 2021

**21.11 Standing Orders**

To review and make any changes to Standing Orders

**21.12 Financial Regulations**

To review and make any changes to Financial Regulations

**21.13 Data Protection and Information Protection Policy**

To review and adopt policy

**21.14 Insurance**

To confirm insurance cover

**21.15 Meeting Dates**

To receive dates for full council meetings for the coming year:

14<sup>th</sup> July 2021, 8<sup>th</sup> September 2021, 10<sup>th</sup> November 2021, 12<sup>th</sup> January 2022, 9<sup>th</sup> March 2022, (APM)13<sup>th</sup> April 2022, 11<sup>th</sup> May 2022

**21.16 Internal Audit**

To review the effectiveness of the internal audit process

**21.17 Annual Return for year ended 31 March 2021**

a. To approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2021 and sign Section 1 of Annual Return

b. To approve the Accounting Statements for the year ended 31<sup>st</sup> March 2021 and sign Section 2 of Annual Return

c. To sign the Certificate of Exemption

**21.18 Correspondence and Clerk's Report**

To note correspondence received since last meeting:

Draft JLP submitted to inspectorate

BDC email offering applications for free trees and hedgerows

**21.19 Finance**

a. To receive a financial report from the RFO including balances at bank. To sign report to certify as correct

b. To authorise payments:

c. To vire and earmark reserves

**21.20 Planning**

a) **To receive any planning updates**

b) **Babergh Joint Local Plan**

To discuss and decide if further action to be taken regarding inclusion in the plan of land north of B1070 into village envelope

**21.21 Zoom Subscription**

To discuss and agree if subscription should continue

Government 12 week call for evidence on virtual meetings – decide if PC wants to contribute

**21.22 Village Infrastructure including CIL (Community Infrastructure Levy)**

a. CIL – update on proposals for use of funds

b. Maintenance of telephone box

c. Church Square maintenance –

d. Holly Tree – Church Sq - update

e. Church Square Pump

f. Update/ report on toilet proposal

**21.23 Highways**

a. Speeding and other road issues

b. Road condition/ Run -off from road surface – update regarding issue raised with SCC highways

c. Footpaths and Pavements

**21.24 Matters to be brought to the attention of the Council.**

To agree items for next agenda

**21.25 Next meeting**

To confirm 14<sup>th</sup> July 2021 as date for next meeting

Liz Sims (Parish Clerk)

Date: