

HOLTON ST MARY PARISH COUNCIL

Annual General Meeting To Be Held On Wednesday 11th May 2022 8pm at Holton St Mary Village Hall AGENDA

Dear Councillors

Notice of meeting/Summons – You are summoned to the meeting of Holton St Mary Parish Council which will take place on Wednesday 11th May 2022 at 8.00 pm at Holton St Mary Village Hall, Hadleigh Road, Holton St Mary.

Yours sincerely

Liz Sims

Parish Clerk

4th May 2022

22.00 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.

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

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

22.03 Minutes

To sign as a correct record the minutes of the meeting held on 9th March 2022

22.04 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

22.05 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

22.06 Planning

- a) To receive any planning updates

DC/22/01140

Proposal & Location of Development: Application for Listed Building Consent - Remove existing concrete render from external elevations and replace with lime plaster (including Thermafleece sheeps wool insulation and laths), lime wash paint to match existing render colour. Remove existing white plastic gutters and downpipes and replace with white aluminium ogee gutters (to be attached to existing rafter brackets) and white round aluminium downpipes.

Location :Lark Hall , Sandpits Lane, Holton St Mary, Suffolk CO7 6NH

Planning Permission has been GRANTED

- 22.07 National Grid East Anglia Green Energy Enablement**
To discuss and agree if PC are to submit comments
- 22.08 Annual Subscriptions**
To confirm subscriptions to be made – Community Action Suffolk (free) and SALC
- 22.09 Asset register**
To receive updated asset register
- 22.10 Risk Assessment**
To approve Risk Assessment document for 2022
- 22.11 Standing Orders**
To review and make any changes to Standing Orders
- 22.12 Financial Regulations**
To review and make any changes to Financial Regulations
- 22.13 Data Protection and Information Protection Policy**
To review and adopt policy
- 22.14 Insurance**
To confirm insurance cover
- 22.15 Meeting Dates**
To receive dates for full council meetings for the coming year: 13th July 2022, 14th September 2022, 9th November 2022, 11th January 2023, 8th March 2023, Annual Parish Meeting 12th April 2023, AGM 10th May 2023.
- 22.17 Annual Return for year ended 31 March 2022**
a. To approve the Annual Governance Statement for the year ended 31st March 2022 and sign Section 1 of Annual Return
b. To approve the Accounting Statements for the year ended 31st March 2022 and sign Section 2 of Annual Return
c. To sign the Certificate of Exemption
- 22.18 New Code of Conduct**
To discuss and agree if LGA Model Code of Conduct should be adopted
- 22.19 Correspondence and Clerk's Report**
To note correspondence received since last meeting:
Notice of Community Governance Review added as agenda item 22.21
Notice to advise Women's Tour 1-6th June will pass through Capel, Gt Wenham, Raydon and Upper Layham
- 22.20 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:

| | | | |
|----------|------|-----------------------------------|---------|
| 06.04.22 | BACS | Village Hall Hire | £17.00 |
| 16.05.22 | BACS | JAK Services March/April invoices | £22.05 |
| 16.05.22 | BACS | SALC Subscription | £145.92 |
| 19.04.22 | BACS | Village Hall Hire | £20.00 |
| 16.05.22 | BACS | ESIMS/Printer Ink | £14.99 |
| 16.05.22 | BACS | Village Hall Hire | £20.00 |
| 16.05.22 | BACS | SALC training | £31.20 |
| 30.04.22 | SO | Clerk Salary April | £303.33 |
| 30.05.22 | SO | Clerk Salary May | £140.00 |

- c. To agree any changes to bank signatories

- 22.21 Community Governance Review**
To discuss and agree if PC are to submit any comments
- 22.22 Safeguarding Policy**
To discuss and appoint a safeguarding lead and discuss training options
- 22.23 Village Infrastructure including CIL (Community Infrastructure Levy)**
a. CIL – update on proposals for use of funds
b. Village sign – to consider estimate for repainting of words on sign
c. Village Hall Management Committee representative – any updates
d. Millennium Green Representative – any updates
- 22.24 Highways**
a. Speeding , Road Condition and other road issues
b. Footpaths and Pavements
- 22.25 Good Neighbour Scheme**
To discuss and consider if HSM should enrol in scheme
- 22.26 CIL Funding Application Bid**
To discuss if PC would like to apply
- 22.27 Matters to be brought to the attention of the Council.**
To agree items for next agenda
- 22.28 Next meeting**
To confirm 13th July 2022 as date for next meeting

Liz Sims (Parish Clerk)

Date: