

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan
Clerk: Claire Pizzey
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Parish Council Annual Council Meeting of HAUGHLEY PARISH COUNCIL
to be held in **Ron Crascall Pavilion** on Tuesday 17th May 2022 at 7.00pm.

The meeting will consider the items set out below. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07871 692117) or email clerk@haughleypc.co.uk at least 24 hours before the meeting so that every effort may be made to provide access.

All Parish Council Meetings are open to the Public and Press. Photographing, recording and broadcasting or transmitting the proceedings of a meeting by any means is permitted. It is our policy that anyone who wishes to do so must speak with the Clerk prior to the meeting.

AGENDA

1. Chairman

To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office

2. Vice Chairman

To elect a Vice Chairman of the Council

3. Apologies for absence

1. Councillors to note any apologies for absence
2. Councillors to vote on acceptance of apologies for absence

4. Declarations of Interest

To receive any Councillor's Declarations of Local Non-Pecuniary interest

5. Dispensations

To receive any requests for dispensations

6. Minutes

Councillors to review and approve the minutes of:

1. Parish Council Meeting 19th May 2022

7. Action Log

To review the action log arising from previous meetings and agree further action

8. Public Forum

The public will be invited to address the Parish Council. Each member of the public will be allowed a maximum of 3 minutes to address the council with their questions

9. To receive written reports for information only from County Councillor Andrew Stringer

To respond to any questions on reports previously submitted to the Parish Council

10. To receive written reports for information only from District Councillors Keith Welham and Rachel Eburne

To respond to any questions on reports previously submitted to the Parish Council

11. Planning

1. Councillors to review and approve a response to the following planning applications:
DC/22/01786 - Proposal: Planning Application - Erection of 1no dwelling to replace that permitted under DC/20/01118 Location: Old Bells Farm, Wassicks Lane, Haughley, IP14 3NP
2. Councillors to note the decisions issued by Mid Suffolk District Council:
DC/22/00994 - Proposal & Location of Development: Application for Listed Building Consent - Remove existing cement and pebble dash render, install counter battens and timber lathes. Install sheep's wool insulation. Undertake repairs to existing timber frame as may be required using green oak. Existing cement render to be replaced with lime and chalk. The Grange, Duke Street, Haughley, Suffolk IP14 3QT. Listed Building Consent has been GRANTED
DC/22/00924 - Proposal & Location of Development: Full Planning Application - Conversion of and extension to chapel to form 1No (1 bed) apartment. Gospel Hall And Bungalow, Haughley Green, Haughley, Suffolk IP14 3RR. Planning permission has been GRANTED

12. Statutory Business

1. Councillors to adopt the Local Government Association (LGA) Model Councillor Code of Conduct 2020: <https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>
2. Councillors to confirm the appointment of the Neighbourhood Plan Review Working Group
3. Review the terms of reference for Committees and agree to adopt V1.3
4. To confirm the appointment of Parish Councillors on the following Committees and Working Groups: Employment Committee, Gallowsfield Wood Working Group, Bio Diversity & Wildlife Conservation Working Group, The Cricket Working Group, Haughley in Bloom, PIIP Working Group, Neighbourhood Plan Review Working Group, Queens Platinum Jubilee Working Group and 850th Anniversary Haughley Castle Working Group
5. To confirm the appointment of Parish Council Representatives on the following Bodies: King George's Field, Haughley and the Village Hall Committee
6. To confirm the following Parish Appointed Positions: Allotment Officer, Communication Officer, Emergency Plan Officer, Footpaths Officer, Planning Officer, Police Safer Neighbourhood Team & Community Engagement Officer, SALC Representative, Safeguarding Officer, Street Lighting Officer, Traffic Officer and Tree Officer
7. To review the Council's Risk Assessments: <http://www.haughleypc.co.uk/governance-and-policy/>
 - a) Clerk

- b) Community Caretaker
- c) Gallowsfield Wood
- d) Ron Crascall Pavilion
- e) VAS
- f) Village
- g) Village Hall (building only)
- h) Volunteer Litter Picker

- 8. To review the Financial Risk Assessment for 2022-23
- 9. To confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer
- 10. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- 11. To approve the meeting timetable for 2022-23

13. Bio-diversity and Wildlife Working Group

Councillors to note the report from the meeting of 10th May 2022

- 1. Councillors to consider asking the residents to provide names for the Bellway Home meadow and to include the wording "Wildflower Meadow" in the title

14. Queens Platinum Jubilee Working Group

Councillors to note the report from the meeting of 11th May 2022

15. Neighbourhood Plan Review Working Group

Councillors to approve Places4people as consultant for the review

16. Village Hall

Councillors to note the report from the Village Hall meeting held on Tuesday 4th May

17. Annual Parish Meeting

Councillors to receive feedback

18. HGV Count

Councillors to discuss the arrangement for the next count scheduled for Monday 27th June 2022 and to consider seeking quotes for an automated count for 5 sites in the village

19. Junior Football Pitch

Councillors to agree the amended drawing

20. Finance

- 1. Councillors to receive the April Finance Reports:
 - a) Bank reconciliation
 - b) Budget to actual
 - c) Reserves
- 2. Councillors to note receipts allocated since the last meeting
- 3. Councillors to authorise May payments (BACS, SOs and cheques)
- 4. Councillors to approve the removal of Matt Gilson from the Bank Mandate

5. Councillors to agree an additional signatory for the Bank Mandate
6. Councillors to agree that £250,000 is transferred from the Barclays Current account into the Deposit account

21. Clerk's report

Councillors to note report and respond to any questions from Councillors

1. Councillors to agree that letters are written to the tenants of plots 9, 10, 11, 12 & 16
2. Councillors to agree that a quote is sought to install two wooden gates at the allotments and a Parish CIL application is completed

22. Councillor's reports

Councillors to report any issues arising

23. Correspondence

Councillors to note correspondence circulated and consider any action

24. Date of next meetings

1. Haughley Parish Council Meeting scheduled for Tuesday 21st June 2022 at Ron Crascall Pavilion
2. Biodiversity & Wildlife Conservation Working Group Scheduled for Monday 4th July 2022 at Ron Crascall Pavilion

Claire Pizzey

Claire Pizzey | Clerk & RFO to Haughley Parish Council
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