

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan
Clerk: Claire Pizzey
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Parish Council Meeting of HAUGHLEY PARISH COUNCIL
to be held in **Ron Crascall Pavilion** on Tuesday 21st March 2023 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. Apologies for absence

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

2. Declarations of Interest

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

3. Dispensations

To receive any requests for dispensations

4. Minutes

Councillors to review and approve the minutes of:

1. Parish Council Meeting 21st February 2023

5. Action Log

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

6. 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 Parish Council with their questions

7. 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

8. 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

9. Planning

1. Councillors to review and approve a response to the following planning applications:

DC/23/00978 Proposal: Planning Application - Change of use of land to equestrian use Location:
Land Between Fieldwood House & Fox Cottage, Haughley Green, Haughley

2. Councillors to note the decisions issued by Mid Suffolk District Council

None received

10. Bio Diversity and Wildlife Conservation Working Group

Councillors to note the report from the meeting of 8th March 2023

11. Gallowsfield Wood Working Group

Councillors to note the report from the meeting of 22nd February 2023

12. Traffic Officer

Councillors to note the report from the Traffic Officer

1. To consider the CIL application for the SID Device Project
2. To agree the quote from Elan City of £2,250 to purchase a Solar SID device

13. Additional Dog and Litter bin

Councillors to consider additional locations for dog and litter bins around the village

14. Parish Council Policies Review 2023

1. Councillors to note that the following policies have been reviewed and to approve unchanged as no updates are required

	ADOPTED	MEMBER	REVIEWED
Governance			
Code of Conduct	16.05.22	AH	08.03.23
Financial Regulations (V1.2)	04.05.21	AH	08.03.23
Standing Orders (V1.3)	04.05.21	AH	08.03.23
Terms of Refence (V1.5)	21.12.22	AH	May agenda
Employment (to be reviewed by the employment committee)			
Appraisal Policy (V1.0)	15.12.20	AF	09.03.23
Dignity at Work (V1.0)	16.07.19	AF	09.03.23
Disciplinary policy (V1.1)	04.05.21	AF	09.03.23
GDPR			
Document and Electronic data policy (V1.1)	16.03.21	GB	09.03.23
Lawful basis for processing Data (V1.0)	16.03.21	GB	09.03.23
Privacy Notice (V1.1)	16.03.21	GB	09.03.23
Security Incident Response Policy V1.0	16.03.21	YH	02.03.23
Subject Access Request Procedure (V1.0)	22.06.21	YH	02.03.23

Subject Access Request Policy V1.0	22.06.21	YH	02.03.23
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2. To agree to adopt the following amendments to policies

- Banking Policy
- Noticeboard Policy

15. Statutory Business

Councillors to note that the Internal Control Statement for the year ending March 2023 has been completed

16. Finance

1. Councillors to receive the February Finance Reports:
 - I. Bank reconciliation
 - II. Budget to actual
 - III. Reserves
2. Councillors to note receipts received since the last meeting
3. Councillors to authorise the March payments (BACS, SOs and cheques)
4. Councillors to authorise the payment of the invoice (once received) to Suffolk County Council of £3,795.45 + VAT for the street lighting maintenance and energy for 2022-23
5. To review the effectiveness of the Internal Auditor and agree a fee of £515.00
<http://www.heelisandlodge.co.uk/>
6. To note VAT return of £14,808.09 for the period 01.12.22-28.02.23

17. Clerks Report

Councillors to note the Clerks report

18. Councillor's reports

Councillors to report any issues arising

19. Correspondence

Councillors to note correspondence circulated and consider any action

20. Dates of next meetings

1. Community Litter Pick Sunday 26th March 2023 10.00am at The Green
2. Haughley Parish Council Meeting scheduled on Tuesday 18th April 2023 at Ron Crascall Pavilion at 7.00pm
3. Haughley Neighbourhood Plan Review Working Group on Monday 15th May 2023 at Maxwell Charnley Room at 7.15pm
4. Biodiversity and Wildlife Conservation Working Group on Wednesday 10th May 2023 at Maxwell Charnley Room at 7.00pm

Claire Pizzey