

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan
Clerk: Claire Pizzey
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Annual Council Meeting of HAUGHLEY PARISH COUNCIL
to be held in **Ron Crascall Pavilion** on Tuesday 16th May 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. 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 18th April 2023

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 Parish 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/23/02151 Proposal: Householder Application - Erection of single storey side extension (following demolition of existing conservatory) Location: 1 The Folly, Haughley, Stowmarket, Suffolk IP14 3NS
2. Councillors to note no decisions from Mid Suffolk District Council have been received
3. Appeal Reference: APP/W3520/W/23/3314146 - Proposal: Full Planning Application - Change of use of an existing annex to a residential dwelling along with the subdivision of the plot (revised scheme to DC/21/04307) Location: Annexe Accommodation At, Hill House, Haughley Green, Haughley Suffolk. Councillors to consider if the Parish Council is to make comments, or modify/withdraw your previous representation

12. Statutory Business

1. Review the terms of reference for Committees, Sub-Committees, Working Groups and Councillors with individual responsibilities
2. 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, 850th Anniversary Haughley Castle Working Group and Protection of The Village Greens Working Group
3. To confirm the appointment of Parish Council Representatives on the following Bodies: King George's Field, Haughley and the Village Hall Committee
4. 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
5. To review the Council's Risk Assessments: <http://www.haughleypc.co.uk/governance-and-policy/>
 - I. Clerk
 - II. Community Caretaker
 - III. Gallowsfield Wood
 - IV. VAS
 - V. Village
 - VI. Volunteer Litter Picker

6. Councillors to note the Risk Assessments provided by the following:
 - I. Playing Field Management Committee - Ron Crascall Pavilion
 - II. Village Hall Management Committee – Village Hall
7. To review the Financial Risk Assessment for 2023-24
8. To confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer
9. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
10. To approve the meeting timetable for 2023-24

13. Biodiversity and Wildlife Conservation Working Group

Councillors to note report from the meeting of 10th May 2023

14. Finance

1. Councillors to receive the April 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 May payments (BACS, SOs and cheques)
4. Councillors to agree the quote from Suffolk County Council for the new village sign at the folly

15. Councillor's Issues

Councillors to highlight any parish issues arising

(NB this includes anything outside written reports from all Working Groups)

16. Correspondence

Councillors to note correspondence circulated and consider any action

17. Dates of next meetings

1. Haughley Parish Council Meeting scheduled on Tuesday 20th June 2023 at Ron Crascall Pavilion at 7.00pm
2. Biodiversity and Wildlife Conservation Working Group on ???

18. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be discussed

1. Handyman Position

Claire Pizzey

Claire Pizzey | Clerk & RFO to Haughley Parish Council
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