

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan
Clerk: Claire Pizzey
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HAUGHLEY PARISH COUNCIL Annual Council Meeting of the Parish Council which will be a video meeting via Zoom, on Tuesday 4th May 2021 commencing at 7.00pm

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published as usual.

Public Attendance. Members of the public and press are welcome to join the Zoom meeting.

Members of the public will be invited to give their views to and ask questions of the Parish Council on agenda issues or raise issues for consideration or inclusion at future meetings.

To join this meeting, either as a Councillor or a member of the public, please select the link below and enter the Meeting ID and Password when prompted:

<https://us02web.zoom.us/j/88904642638?pwd=OUozaDdITjByYlNsM3dxQktTWGdSdz09>

Meeting ID: 889 0464 2638

Passcode: 751241

Or contact the Clerk clerk@haughleypc.co.uk for further access details

AGENDA

1. To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office
2. To elect a Vice-Chairman of the Council
3. To receive and consider apologies for absence
4. To receive Councillors' Declarations of Interest in any item on the Agenda
5. To consider written requests for any dispensations
6. To fill the casual vacancies for a Parish Councillor by co-option
7. To note the minutes of the following meetings: (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting:
 1. Parish Council Meeting 16th March 2021
 2. Extra Ordinary Meeting 12th April 2021
8. To note/review updated action log: Document attached
9. Public Forum: to receive any questions and matters of concern received prior to the meeting

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

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

12. Statutory Business:

1. To confirm the appointment of Parish Councillors on the following Committees: Employment Committee, Gallowsfield Wood Committee, Bio Diversity & Wildlife Conservation Committee, The Cricket Sub-Committee, Haughley in Bloom, PIIP Working Group and the Queens Jubilee Working Group
2. Review the terms of reference for Committees and agree to adopt V1.1
3. To review the Standing Orders and confirm acceptance of amendments proposed (reference Clerk's report)
4. To review the Financial Regulations and confirm acceptance of amendments proposed (reference Clerk's report and NALC LTN F01-21)
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, Asset Register Officer, Communication Officer, Emergency Plan Officer, Footpaths Officer, Planning Officer, Police Safer Neighbourhood Team & Community Engagement Officer, Risk Assessments Officer, SALC Representative, Safeguarding Officer, Street Lighting Officer, Traffic Officer and the Trees Officer
7. Review of the Council's employment policies and procedures and agree to adopt the following amendments to the policies:
 - Disciplinary Policy
 - Grievance Policy
 - Health & Safety Policy
 - Training & Development
 - Complaints Procedure
8. To review the Council's Risk Assessments and agree to adopt the Clerk Risk Assessment:
 - Clerk
 - Community Caretaker
 - Financial
 - Gallowsfield Wood
 - Ron Crascall Pavilion
 - VAS
 - Village
 - Village Hall (building only)
 - Volunteer Litter Picker

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 2021-22

13. Planning Decisions: To note determinations by the Local Planning Authority (MSDC).

1. DC/21/00634: Proposal & Location of Development: Householder Planning Application - Erection of a two-storey rear extension, single storey garage and insertion of ground floor side elevation window. (Resubmission of DC/20/03707) 16 Duke Street, Haughley: Stowmarket, Suffolk IP14 3QS: Planning Permission has been GRANTED
2. DC/20/05916: Proposal & Location of Development: Full Planning Application - Erection of stables and indoor riding arena. The Oaks, Dagworth Lane, Haughley, Stowmarket Suffolk IP14 3QJ: Planning Permission has been GRANTED
3. DC/21/00617: Proposal & Location of Development: Householder Planning Application - Erection of a single storey side extension, new boundary fencing, new vehicle access and driveway. 24 Denny Avenue, Haughley, Stowmarket, Suffolk IP14 3PG: Planning Permission has been GRANTED
4. DC/21/00618: Proposal & Location of Development: Householder Planning Application - Erection of swimming pool building, extension and conversion of garage to form annex Spindleberry Cottage, Wetherden Road, Haughley, Stowmarket Suffolk IP14 3RE: Planning Permission has been GRANTED

14. To note Appeal Dismissed: Former Poultry Processing Plant Haughley Park, Haughley – APP/W3520/W/20/358516 – DC/19/0205

15. To receive the minutes from the Gallowsfield Wood Committee Meeting of 22nd April and consider any recommendations:

16. To consider the response from the Allotment Holders in reference to the damaged water cabinet and agree action

17. To agree the locations of additional SID posts at Haughley New Street and Station Road Haughley

18. To agree the site for the APNR Pilot project

19. To agree the proposal and budget for the Scarecrow Event

20. To note a report from Cllr Brown following his attendance at the Bacton Parish Council Meeting

21. Finance:

1. To receive April Finance Reports and to agree that delegated authority be given to the Chair to sign these outside of the meeting:
 - (i) Bank reconciliation
 - (ii) Budget to actual
 - (iii) Reserves
2. To authorise April & May payments (BACS, SOs and cheques): Schedule attached

3. To note receipts allocated since the last meeting
4. To consider the quote received for the work to the church clock

22. To note the Clerks Report

23. To note a summary of correspondence and consider action to be taken where applicable:

24. To agree the change of date of the June Parish Council Meeting to 22nd June 2021

25. Date of next meetings:

1. Gallowsfield Wood Committee is scheduled for 19th May 2021 at 7.00pm at Gallowsfield Woods
2. Full Parish Council scheduled for Tuesday 22nd June 2021 at 7.00pm at the Ron Crascall Pavilion
3. Biodiversity & Wildlife Conservation Committee TBC

Claire Pizzey

Claire Pizzey | Clerk & RFO to Haughley Parish Council

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