

Hawstead Parish Council

In the County of Suffolk

Chair

Ros Alexander

Email | Ros.Alexander@hawstead-pc.gov.uk

Responsible Finance Officer and Parish Clerk

Mrs Catherine Hibbert

Brokesbourne, Stanningfield Rd, Gt Whelnetham, IP30 0TY
clerk@hawstead-pc.gov.uk

Dear Councillor

3rd May 2024

You are hereby **SUMMONSED** to a meeting of Hawstead Parish Council at the Village Hall on **Thursday 9th May 2024 at 7.30 p.m. to follow the Annual Parish Meeting at 7pm**. The press and members of the public are invited to attend.

AGENDA

1. Election of Officers

1.1 Chair

1.2 Vice Chair

1.3 Completion of declaration of acceptance of office (Chair and Vice Chair)

1.4 Appointment of representatives (greens/footpaths/volunteer group/ tree warden/ internal finance)

2. To receive apologies and consider any applications for approval of absence

3. Public forum

3.1 Members of the public invited to make representations on any item on the agenda.

3.2 County Council

3.3 West Suffolk Council

3.4 Police

4. Declaration of interests

4.1 To complete registers of interest (Chair and Vice Chair)

4.2 To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4.3 To consider any applications for dispensations in relation to declared pecuniary interests.

5. Minutes

5.1 To resolve that the minutes of the Parish Council meeting dated 14th March 2024 be signed as a true and accurate record of that meeting.

6. Matters arising

7. Chair Report

8. Conservation

8.1 Greens;

8.2 Footpaths;

8.3 Bird boxes;

8.4 Trees work;

8.5 Proposal to grant permission to the River Lark Catchment Partnership for flood plain restoration and flood mitigation work on PC land between the culvert and the River Lark;

9. Reports

To receive reports including the following:-

9.1 Communications;

9.2 Highways and safety;

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9.3 Volunteering;

9.4 Clerk.

10. To consider

10.1 Standing Orders, Financial Regulation Orders and Code of Conduct (review and re-adoption);

10.2 Review of asset register;

10.3 Review of arrangements with other businesses;

10.4 Review of appointments to outside bodies;

10.5 Confirmation of insurance cover for all insurable risks;

10.6 Review of Councils subscriptions to other bodies;

10.7 Review of policies;

10.8 Review of expenditure under s137 Local Authority Act 1972/ GPOC s1 Localism Act 2011;

10.9 Meeting dates for 2024/25;

10.10 Tithe map digitisation proposal;

10.11 White village gates proposal;

11. Planning applications, appeals and notifications

11.1 Planning notifications

12. Finance

12.1 To receive and approve the bi-monthly financial summary for March-April 2023;

12.2 To approve payments to be made

12.3 To approve draft accounts for year ending 22/23 (including financial summary to 31/3/23);

12.4 To approve exemption certificate AGAR 22/23

12.5 To approve governance statement in AGAR 22/23

12.6 To approve annual return AGAR 22/23

12.7 To update the reserves policy

12.8 To confirm continuation of arrangements for internet banking

13. Correspondence

13.1 Playground reports;

13.2 Exchange with community police;

13.3 Anglian water correspondence;

13.4 ANPR information;

13.5 Correspondence re white gates;

13.6 Govt publication - <https://www.gov.uk/guidance/owning-a-watercourse>

14. Date of next meetings

To confirm date of next meeting on **11th July 2024** at 7.30pm .

CH

C Hibbert - clerk