

# Hacheston Parish Council

Councillors are summoned to attend a meeting of Hacheston Parish Council meeting which will be held at Hacheston Village Hall on Wednesday 23<sup>rd</sup> November at 7.30pm

## AGENDA

1. To receive apologies for absence
2. To receive declarations of interests & consider any applications for dispensations
3. Minutes of council meeting of 28<sup>th</sup> September and extraordinary meeting on 31<sup>st</sup> October 2022 to be approved as true records of the meetings
4. Matters arising

## PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

*Including Ward and County Councillors' Reports*

5. Chairman's Report
6. Clerk's Report
7. Financial Officer's Report

a) To consider making the following payments:

Reference Number	Amount	Payee	Details
P22 22-23	£54.00	SALC	6 months monthly payroll service *
P23 22-23	£84.00	Hacheston Village Hall	Hall hire
P24 22-23	£36.00	CPRE	Membership subscription <i>Approved January 2022</i>
P25 22-23	£186.74	CAS	Insurance
P26 22-23	£311.40	Westcotec	4 x replacement batteries for SID <i>Approved July 2022</i>
P27 22-23	£200.00 £120.00	Suffolk Cloud	Provision of template for new website and transfer of assets and data Website support and hosting
P28 22-23	£75.00	Gary Whiting	Cut and strim grass 25/10/22

\* consider moving to quarterly payments

b) To consider the request from the Corrance Trust & review its annual accounts for the year ending 31<sup>st</sup> March 2022.

c) To note payments made since the last meeting:

Reference Number	Amount	Payee	Details
P19 22-23	£60.00	Community Action Suffolk	Website Hosting
P21 22-23	£6624.00	Moyes Surfacing	Petanque paving slabs and fence

d) To note funds received since the last meeting  
01/10/22 East Suffolk Council    £1,947.68    CIL funds

- e) To note bank balances as at 31.10.2022 & consider moving funds from the current account to deposit account
  - f) To review bank statements and bank reconciliation
  - g) To review year-to-date report on payments and receipts and check this is in line with agreed budget
  - h) To consider adding an additional banking mandate
  - i) To consider applying for online banking, with the clerk having “view only” access.
- 8. To consider the local auditor’s statutory recommendation:**  
Failure to submit an Annual Governance & Accountability Return (AGAR) for the Year-ending 31 March 2022
- 9. To review Internal Auditors’ Report on 2021-2022 annual paperwork and note recommendations**
- 10. To complete Annual Governance and Accountability Return Form 3 and Year-End Obligations for 2021/22**
- a) To note payments and receipts accounts for the year ending 31<sup>st</sup> March 2022 and to consider acceptance of the **Accounts**
  - b) To complete of **Section One** (Annual Governance Statement), followed by **Section Two** (Accounting Statements) of the **Local Councils’ Annual Return** for year ending 31<sup>st</sup> March 2022
  - c) To note Statement of Significant Variance
  - d) To note bank reconciliation for 2021-2022
- 11. Procedural:**
- a) Chair and Vice Chair to sign Acceptance of Office form
  - b) Councillors to confirm agreement to being summoned to meetings by email
  - c) To appoint an internal auditor for the year ending 31<sup>st</sup> March 2023
  - d) Clerk to sign employment contract for employment from 1<sup>st</sup> November 2022
  - e) To consider
  - f) To consider Asset Register 2022-2023 and check it is up to date.
  - g) Complete CIL report 2021-2022 for submission to East Suffolk Council
- 12. To Appoint Officers and Council Representatives:**  
Responsible Financial Officer  
Examining Councillor  
Village Hall Parish Council Representative  
SALC Representative  
Footpath Officer  
Webmaster
- 13. To adopt the following policies:**
- a) Standing Orders
  - b) Data protection policy
  - c) Financial Regulations
  - d) Statement of Internal Control & its effectiveness
  - e) Risk Assessment Physical Assets
  - f) Financial Risk Assessment
  - g) Internal control statement
  - h) Local Government Associations’ Model Code of Conduct or Suffolk Code of Conduct
- 14. Discuss insurance premium for 2022-2023 and ensure the policy is fit for the Council’s needs.**
- 15. Planning Applications and Notifications**
- i) To discuss application DC/22/4079/FUL  
Pear Tree Cottage The Street Hacheston Woodbridge Suffolk IP13 0DT  
*Extension and conversion of flat roof to pitched roof*
  - ii) Note current situation with Sizewell C application

- 16. To consider writing a welcome letter to residents of recently completed Streetfield development.**
- 17. To consider correspondence received since date of last meeting and determine any necessary actions**
  - East Suffolk Council Walking & Biking Strategy
  - Wickham Market Neighbourhood Plan consultation
  - Fibre broadband in the village
  - East Suffolk Council precept request
  - Campsea Ashe PC Letter to East Suffolk Council re Local Plan inquiry
- 18. To receive Councillors' reports & updates**
- 19. Matters to be raised at the next meeting**
- 20. Confirm date of next meeting**

*Lydia Kirk* Clerk to Hacheston Parish Council