

# Hacheston Parish Council

Councillors are summoned to attend a meeting of  
Hacheston Parish Council which will be held  
at Hacheston Village Hall on Wednesday 20<sup>th</sup> May 2026 at 7pm

## AGENDA

1. To appoint Chair and signing of Chair's Declaration of Acceptance of Office
2. To appoint Vice-Chair and signing of Declaration of Acceptance of Office
3. To consider any apologies for absence
4. Declarations of interests & consider any applications for dispensations
5. Consider approving the Minutes of meeting held on 18<sup>th</sup> March 2026 as a true record
6. Consider any matters arising
7. Appointment of Officers and Council Representatives

Responsible Financial Officer & Webmaster  
Examining Councillor  
Village Hall Parish Council Representative  
Hacheston United Charities Representative Village Recorder  
SALC representative  
Sizewell Transport Forum Representative  
Community Partnerships representative

## 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 District and County Councillors' Reports if applicable*

### 8. Clerk's Report

### 9. Finances

- a) To consider making the following payments:

Amount	Payee	Details
£250.00	Trevor Brown	Internal Audit
£227.10	Suffolk Association of Local Councils	Annual Membership Subscription
£22.80	Suffolk Association of Local Councils	Payroll
£100.00	Gary Whiting	Grass cutting and strimming March
£100.00	Gary Whiting	Grass cutting and strimming April
£29.99	L. Kindred	Share of Microsoft subscription 2026-2027

- b) To note payments and receipts since the last meeting
- c) To note CCLA, current & deposit account balances as at 31<sup>st</sup> March 2026
- d) Examining Councillor to sign and date bank reconciliation and bank statements
- e) To note reserved funds as at 31<sup>st</sup> March 2026
- e) Review bank mandates

- f) Review the Council's direct debit and standing orders
- g) To note clerk's rate of pay from 1<sup>st</sup> April 2026
- 10. To review Internal Auditors' Report on 2025-2026 annual paperwork and note any recommendations**
- 11. Procedural**
  - a) To consider the Council's Statement of Internal Control & its effectiveness
  - b) To consider acceptance of the **Accounts** for the year ending 31<sup>st</sup> March 2026
  - c) 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 2026
  - d) To agree **to opt out of External Audit** as an exempt council & **complete the Certificate of Exemption.**
  - e) To note the Statement of Significant Variances
- 12. To review**
  - a) Standing Orders
  - b) Assets Register
  - c) Financial Regulations
  - d) Risk Assessment Physical Assets
  - e) Financial Risk Assessment
  - f) Data Protection Policy
  - g) Data Publication Scheme
  - h) Insurance Policy & consider level of cover is suitable for our assets
  - i) Website Accessibility Policy
- 13.** To approve the draft Data & IT policy circulated in August and remind Councillors of the need to remove all Council emails from their private email accounts following the move to gov.uk email addresses.
- 14. To appoint an internal auditor for the year ending 31<sup>st</sup> March 2027**
- 15. To re-adopt the Local Government Association's Code of Conduct**
- 16. To approve and sign the Community Infrastructure Levy report for 2025-2026**
- 17. To consider correspondence received since date of last meeting and determine any actions:**
  - Introductory email from Stephen Molyneux, the new County Councillor for Framlingham & Wickham Market area
  - Village Hall Committee regarding projects using CIL funds
  - Village Hall Committee requesting a donation towards the community Big Lunch event
  - Update from Suffolk Parishes Road Safety Group
  - Email asking seeking thoughts on the Quiet Lane project in the village
  - Request for additional dog waste bins in the village
  - Email from parishioner regarding involvement in the regular PC meetings & mailchimp communications
  - Email from ESC re £1.5 million Thriving Places Investment Fund – *forwarded to VHC member.*
  - Invitation to next Sizewell Southern Transport Forum on 3rd June 2026 6-8pm
  - Request to financially support the *Four Rivers Project* which is testing and monitoring water quality in rivers in our area
  - Email from resident regarding the Council's response to DC/25/2997/FUL Ancona solar application
- 18. Parish Councillor reports on actions**
- 19. Matters to be raised at the next meeting**
- 20. Confirm date of next meeting**