

LITTLE WALDINGFIELD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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AGENDA FOR THE ANNUAL MEETING TO BE HELD ON 17th MAY 2016 AT 7.30pm

1. **Election of Chairman** and to receive Declaration of Acceptance of Office
2. Apologies for absence
3. **Election of Vice Chairman**
4. Receive **declarations of interests** and **requests for dispensation** from Councillors
5. **Agree minutes** of Parish Council meeting held on 15th March 2016
6. To **appoint a representative** to the:
 - a. Playing field Committee
 - b. Suffolk Association of Local Councils (SALC)
7. To consider the appointment of Heelis & Lodge as the **Internal Auditor** to Little Waldingfield Parish Council (LWPC) for 2016 / 2017
8. To consider payment of **annual subscriptions** to SALC, the Society of Local Council Clerks and Community Action Suffolk
9. County and District Councillor reports and **public forum**.
10. Update on the considerations for **installing a defibrillator** in Little Waldingfield from Community Heartbeat Trust
11. Agree any action required on the **Routine Correspondence received and emails circulated** to councillors since the last scheduled meeting of the council
12. Agree any action required after reviewing the **Clerk's Report**
13. Finance
 - a. To consider the **Internal Auditor's Report as at 31st March 2016** and agree actions on any matters arising
 - b. To approve the **Bank Reconciliation and the Receipts and Payments Account** for the year ending 31st March 2016
 - c. To approve **Section 1 of the Annual Return** for the year ending 31st March 2016
 - d. To approve **Section 2 of the Annual Return** for the year ending 31st March 2016
 - e. To approve the explanation of the **quantified significant variances** in relation to Section 2 of the Annual Return
 - f. From the **RFO Report** authorise payments made / to be made and note income received since the last meeting, review Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - g. Consider a **donation to the Parish Room** in support of Queen's 90th Birthday event
14. Planning
 - a. Consider **Planning Application B/16/00332 1 Priory Cottages, Church Road** - Erection of single-storey rear extension
 - b. Consider **Planning Application B/16/00439 St Lawrence House, Church Road** - Installation of roof light and works to roof
 - c. Consider any planning application received since the agenda was posted
 - d. **Status of planning applications** and appeals previously reviewed by LWPC.
15. Consider any issues raised on **Highways and Footpaths**
16. Consider any issues raised with **LWPC Assets** including update on the street lighting
17. Consider any issues raised on **Closed Churchyard** and review report received from STS
18. Update on proposed location for **Christmas Tree**
19. Consider outcomes from **Annual Parish Meeting** held on the 26th April 2016 including the proposed development of a **Community Led Plan**
20. Appoint representatives for **BDC meeting** with Town & Parish Councils on the 7th June
21. **Questions to the Chair**
22. Next scheduled meeting will be held on **Tuesday 19th July 2016** starting at 7.30pm.