

# LITTLE WALDINGFIELD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
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## AGENDA FOR ANNUAL MEETING TO BE HELD ON TUESDAY 16<sup>th</sup> MAY 2017 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 11<sup>th</sup> May 2017
6. To **appoint**:
  - a. Two representatives to the Playing Field Committee
  - b. A Suffolk Association of Local Councils (SALC) representative.
7. To consider the appointment of Heelis & Lodge as the **Internal Auditor** to Little Waldingfield Parish Council (LWPC) for 2017 / 2018
8. To consider payment of **annual subscriptions** to SALC, the Society of Local Council Clerks, Suffolk Preservation Society and Community Action Suffolk
9. County and District Councillor reports and **public forum**
10. Agree any action required on the **Routine Correspondence received and emails circulated** to councillors since the last scheduled meeting of the council
11. Agree any action required after reviewing the **Clerk's Report**
12. Finance
  - a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2017** and agree actions on any matters arising
  - b. To approve **Section 1 of the Annual Return** for the year ending 31st March 2017
  - c. Review the **Bank Reconciliation and the Statement of Accounts as at 31<sup>st</sup> March 2017**
  - d. To approve the explanation of the **Restated 2015 / 2016 accounts and the quantified significant variances** in relation to the Annual Return
  - e. To approve **Section 2 of the Annual Return** for the year ending 31st March 2017
  - 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. To note **Clerk's hourly rate increase** from 1st April 2017
  - h. To consider the **bench at the Swan Inn** as an LWPC asset.
13. Planning
  - a. Consider alterations to **Planning Application B/17/00411 Boston Cottage, Church Road**
  - b. Consider any further planning application received since the agenda was posted that requires a response before the next scheduled meeting
  - c. **Status of planning applications** and appeals previously reviewed by LWPC.
14. **Neighbourhood Plan**
  - a. Agree the formation of a NP Steering Group, its constitution and terms of reference
  - b. Update on external funding streams for the project
  - c. Consider if the NP Steering Group requires an administrative budget.
15. Consider the **Closed Churchyard matters** including the trees and wall repair
16. Update on the proposed **Speed Indicator Device Scheme**
17. Consider any issues raised on **Highways and Footpaths**
18. Update on the **defibrillator awareness training**
19. Appoint representatives for **BDC meeting** with Town & Parish Councils
20. Questions to the Chair
21. Update on the **recruitment of a new Clerk**
22. Next scheduled meeting will be held on **Tuesday 18<sup>th</sup> July 2017** starting at 7.30pm.