

# Little Waldingfield Parish Council

## NOTICE OF ANNUAL GENERAL MEETING

Members are duly summoned to attend the Annual General Meeting of the Council to be held on Thursday 10 May 2018 at the Parish Room at 7.30pm at which time members of the public are cordially invited to attend

### AGENDA

1. **Election of Chair and Signing of the Declaration of the Chair's Acceptance**
2. **Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**
3. **Apologies and Approval of Absences**
  - (a) Routine Apologies and Approval of Absences
  - (b) Governance of Apologies, Reporting & Approval of Absences & Non-Attendances
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
5. **Approval of Minutes of the Previous Meeting on 12 April 2018**
6. **Consideration of Reports by the District Councillors & County Councillor**
7. **Contributions by Members of the Public**

Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion
8. **Consideration of Planning Applications and Decision Notices**
  - (a) MSDC DC/18/01018: Application Received (Comments Due 11 May 2018)  
Bell House, Humble Green, Little Waldingfield, CO10 0TB  
Erection of one self-catering holiday lodge.
  - (b) MSDC DC/18/00281: Application Granted (4 April 2018)  
Former Piggery, High Street Farm, Church Road, Little Waldingfield, CO10 0SS  
Notification for Prior Approval under Schedule 2, Part 3, Class Q (a) and (b) of the Town and Country Planning (GPD) (England) Order 2015 for Conversion of Agricultural Building to a Dwellinghouse Use Class C3 and for Operational Development.
  - (c) MSDC DC/18/00781: Application Granted (27 April 2018)  
Ireland's Meadow, Holbrook Hall Park, Little Waldingfield, CO10 0TH  
Erection of one detached dwelling.

9. **Neighbourhood Plan**
  - (a) Consideration of the Work of the Neighbourhood Plan Steering Group Update
  
10. **Finance**
  - (a) Review of (i) Cashbook (ii) Income (iii) Expenditure & Budget to 31 March 2018
  - (b) Review & Approval of Draft Statement of Accounts, Income & Expenditure 2017/18
  - (c) Review & Approval of Draft Bank Reconciliation & Asset Register 2017/18
  - (d) Review & Approval of Governance & Accounting Statements & Variances 2017/18
  - (e) Review & Approval of the Council's Internal Audit 2017/18 Report by SALC
  - (f) Review & Approval of the External Audit Submission Certificate of Exemption
  - (g) Review of Payments & Authorisation of Cheques by Cheque Signatories
  
11. **Governance**
  - (a) Review & Approval of the Parish Council's Members' Responsibilities 2018/19
  - (b) Consideration of the Appointment of the Council's Personnel Representatives
  - (c) Consideration of Council's GDPR Working Group's Conclusions & Recommendations
  - (d) Consideration of Plans for the Appointment of a Co-Opted Member of the Council
  
12. **Highways**
  - (a) Consideration of Haymarket Traffic Calming Measures SCC Highways Work Update
  - (b) Consideration of Any Current Highways Issues & Previous Highways Issues Update
  
13. **Matters for Future Consideration**
  - (a) Review of Conclusion of External Audit & Reporting Requirements 2017/18
  - (b) Consideration of the Future Provision of the Village's Dog Waste Bags
  
14. **Dates of the Next Meetings**
  - (a) 14 June 2018 (Urgent Items & Documents Received by 6 June 2018 or Cancelled)
  - (b) 12 July 2018
  - (c) 9 August 2018 (Urgent Items Only)

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3 May 2018