

# Little Waldingfield Parish Council

## NOTICE OF MEETING

**Members are duly summoned to attend the next meeting of the Council to be held on Thursday 11 March 2021 via Zoom at 7.30pm at which time members of the public are cordially invited to attend**

*Due to the ongoing Covid 19 pandemic and new government instructions concerning public meetings and social distancing, the Council will not meet in public until further notice. This includes full council meetings, committee/sub-group meetings and the annual parish meeting. As a result, future meetings will be held remotely only for urgent issues and the meeting's agenda will therefore be kept to the minimum necessary, with emphasis on maintaining financial oversight and authorising and making payments.*

*Members of the public who are interested in attending the Council's remote meetings should email the Parish Clerk at [clerk.littlewaldingfieldpc@hotmail.co.uk](mailto:clerk.littlewaldingfieldpc@hotmail.co.uk) who will then share the necessary Zoom-hosted video conference meeting link on the day of the meeting. As an alternative, councillors and members of the public will also be advised how to phone in to the meeting to listen and contribute in the usual way.*

## AGENDA

1. **Apologies and Approval of Absences**
2. **Declarations of Interests by Members and Requests for Dispensation**
3. **Approval of Minutes of the Previous Meeting on 11 February 2021**
4. **Reports by the District Councillors and County Councillor**  
The District Councillors and County Councillor are invited to attend to respond to any questions raised by attendees and arising from a review of their reports received in advance of the meeting.
5. **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. A maximum of five minutes is allowed per person (SO 3g) but is subject to a maximum of 10 minutes for this item (SO 3f).
6. **Consideration of Planning Application Consultee Comments**
  - (a) BDC DC/21/00977: Application Received (Comments Due 12 March 2021)  
The Swan, The Street, Little Waldingfield, CO10 0SQ  
Listed Building Consent. Conversion of outbuilding to form one dwelling.

- (b) BDC DC/21/00982: Application Received (Comments Due 12 March 2021)  
The Swan, The Street, Little Waldingfield, CO10 0SQ

The planning application's detailed proposal has been shared in advance of the meeting.

- (c) Consideration of Proposed Construction Management Plan for Chilton Woods
- (d) Consideration of New Buildings Constructed at Park Farm, Little Waldingfield

**7. Neighbourhood Plan**

- (a) Consideration of the Council's Neighbourhood Plan BDC Submission Status Update

**8. Finance**

- (a) Confirmation of Lloyds Bank Balances (£21,795.52 & £2,524.27) (28 February 2021)
- (b) Review & Approval of Implementation of Internal Audit Action Plan (2019/20)
- (c) Approval of the Council's External Audit Reporting Exemption Status (2020/21)
- (d) Approval of RFO's Attendance at Preparing for Internal Audit Webinar (11 March 2021)
- (e) Consideration of Financial Contribution to Go Start Community Transport Bus Service
- (f) Consideration of Donation Requests Received from CAB Sudbury, Headway & SARS
- (g) Consideration of Agreement to Purchase Services from the Community Wardens
- (h) Confirmation of Discontinuation & Approval of Payroll Services Provider (1 April 2021)
- (i) Review & Approval of Payments Presented & Online Authorisations Arrangements

**9. Governance**

- (a) Review & Approval of Completed Annual Internal Controls Checklist (2020/21)
- (b) Consideration of the Council's Closed Churchyard Safety Checks Update (2020/21)
- (c) Consideration of Future Co-Option of Additional Member to the Parish Council
- (d) Consideration of Receipt of Freedom of Information Act 2000 Requests Update
- (e) Consideration of the Council's Adoption of the Bench on The Street at Croft Lea
- (f) Agreement of the Dates of the Council's Meetings & Draft Agendas (2021/22)

**10. Consultations**

- (a) Consideration of NALC Planning Model Design Code Response (12 March 2021)
- (b) Consideration of EA Power Station Design Assessment Response (4 April 2021)

**11. Highways**

- (a) Consideration of No Parking Posts, Points Raised by Residents & Ways Forward
- (b) Consideration of No Parking Posts SCC Highways Plan Modification Proposal

**12. Matters for Future Consideration**

- (a) Consideration of Capital Expenditure Processes & Consultation with Residents

**13. Dates of the Next Meetings**

- (a) 13 May 2021 (Agenda Items & Supporting Documents Received by 5 May 2021)
- (b) 10 June 2021 (Based on TBC Year End Submission Deadline of 30 June 2021)

Simon Ashton, Parish Clerk  
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4 March 2021