

# NOTICE OF MEETING

Members are duly summoned to the meeting of Little Waldingfield Parish Council to be held at 19.30 in the Parish Room on Tuesday 14 March 2023. Members of the public are cordially invited to attend.

Signed *Karen Elliott.*

Dated 09 March 2023

clerk.littlewaldingfieldpc@hotmail.co.uk

## AGENDA

### 1. Apologies

To receive apologies for absence.

### 2. Declarations of interest and requests for dispensations

### 3. Minutes

(i) To approve and sign the Minutes of the Meeting of the Parish Council held on Tuesday 10 January 2023.

(ii) To approve and sign the Minutes of the Meeting of the Parish Council held on Tuesday 07 March 2023.

### 4. To receive Reports from the County and District Councillors

### 5. To receive an Update on Development Plans for Brookwood Manor

### 6. Public Participation

Public - To receive comments on items on the agenda, or raise issues for consideration of inclusion at future meetings  
(each allowed up to 5 minutes - to a total maximum of 10 minutes - subject to discretion of the Chair).

### 7. To receive Progress Reports

a. Clerk

b. Footpaths Working Group - Verbal update *Cllr Wheeler*

c. Village sign restoration - Verbal update *Cllr White*

d. Closed Churchyard and Cemetery upkeep - To consider volunteer working party dates - Verbal update *Cllr White*

e. Verge and Hedgerow cutting - The Street - To consider costs - Verbal update *Cllr White*

f. King Charles III Coronation Celebrations - Verbal update *Cllr White*

### 8. Planning Matters

To determine the Parish Council response to the following applications:

(i) **DC/23/00918/FUL - Change of use of Care Home (C2) to Hotel and Restaurant (C1/A3) with kitchen and orangery extensions and new carpark area. Erection of detached building to provide additional accommodation, erection of new storage building and associated landscaping, Brookwood Manor Residential Care Home, Holbrook Hall Park - BDC consultation deadline 30 March 2023.**

Full application details are available at: <https://www.babergh.gov.uk/planning/application-search-and-comment/>

### 9. Finances

a. To receive RFO report

b. To receive and confirm Bank Reconciliation @ 28 Feb 2023

c. To receive and approve Accounts for Payment

d. To consider renewal of footpath and closed churchyard cutting contract with D Gotts for 2023

### 10. Governance

To consider:

(i) Date of Annual Parish Meeting - Tuesday 25 April 2023.

(ii) Meeting dates 2023/2024 - 16 May, 06 June, 04 July, 05 September, 07 November 2023, 09 January, 05 March 2024.

(iii) Internal Controls Statement 2022/2023.

(iv) Internal Controls Checklist 2022/2023.

(v) Establishment of Personnel Committee and Terms of Reference.

(vi) Staff annual leave dates.

### 11. Questions to the Chair

To raise any issues for consideration of inclusion at future meetings.

### 12. Date of next meeting

To confirm the date for the next meeting.