

Little Waldingfield Parish Council

Acting Clerk: Chris White, Walnut Lodge, Haymarket Little Waldingfield CO10 0SY.

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NOTICE OF MEETING

The next meeting of the Parish Council will be held on Tuesday 10th January 2022, in the Parish Room at 7.30pm, at which time members of the public are cordially invited to attend.

AGENDA

- 1. Apologies and approval of absences.**
- 2. Declarations of Interests by Members and Requests for Dispensations**
- 3. Approval of Minutes of the Previous Meeting held on 1st November 2022**
- 4. Reports by County Councillor and District Councillors.**
- 5. Public Forum.**

Members of the public are invited to speak on any agenda item or any other matter concerning them and/or the parish, with further comments during the remainder of the meeting only being allowed at the Chair's discretion.
- 6. Routine Correspondence**

Agree any actions required on the Routine Correspondence received and circulated to councillors.
- 7. Clerks Report**

Agree on any actions required following review of the Clerks report.
- 8. Planning Applications**
 - a.** DC/22/04808 - Erection of a two storey and single storey rear extension - Surprise Cottage, Church Road – Permission granted.
 - b.** DC/22/06324 Proposal: Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan) Location: Chilton Woods Mixed Development
- 9. Recruitment of New Clerk**

Terms of Contract and Training Costs.

10. Finances

- a. RFO's Report
 - i. Receipts
 - ii. Payments
 - iii. Bank Balances @ 31st December 2022
 - iv. Receipts & Payments vs Budget.
- b. **Approval of Bank Reconciliation @ 31st December 2022**
- c. **Review and Approval of Payments Presented & Online Authorisations.**
 - i. Community Heartbeat trust - £115.20 – Defibrillator pads
 - ii. Suffolk County Council - £1147.43 – Street Light Replacement
 - iii. C White (Currys Invoice) - £599.00 – Laptop replacement
 - iv. Parish Room - £14.00 – Venue Hire
- d. **Budget 2023/24**

Approve final Budget, Precept, and Reserves for 2023/24
- e. **Precept Request**

Completion & Signing of BDC Precept 2023/24 Request Form.
- f. **Charity Donations.**

Consider donation to Headway Suffolk

11. Governance

- a. **Internal Controls Checklist**

Review Internal Controls Checklist and arrange Lead and date for completion.
- b. **Risk Assessments Review.**

Review and approve the Council and Litter Pick Risk Assessments
- c. **Standing Orders & Financial Regulations review.**

Review Standing Orders and Financial Regulations and approve any changes.

12. Highways & Footpaths

- a. FPWP report and cutting schedule 2023.

13. King Charles III Coronation Celebrations

14. Questions to the Chair

15. Date of next Meeting

Tuesday 7 March 2023

Signed:



Date: 3rd January 2023