

Belstead Parish Council

NOTICE OF MEETING

Members are duly summoned to attend the next meeting of the Council to be held on Wednesday 8 January 2020 at the Village Hall 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 & Requests for Dispensation**
3. **Approval of Minutes of the Previous Meetings on 13 November 2019**
4. **Reports by the District Councillor and County Councillor**
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
6. **Consideration of Planning Applications and Decision Notices**
 - (a) BDC DC/19/05220: Application Received (Comments Overdue 5 December 2020)
South of Belstead, Bentley Lane, Belstead, IP8 3LX
Notification for prior approval for a proposed change of use of agricultural building to dwellinghouse (C3) and for operational development. Town & Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q - Conversion of grain/silos to four dwellings.
 - (b) BDC DC/19/05491: Application Received (Comments Due 10 January 2020)
Woodville Cottage, The Street, Belstead, IP8 3LY
Erection of two-storey extension (following demolition of existing conservatory).
 - (c) BDC DC/19/05855: Application Received (Comments Due 24 January 2020)
Street Farm, The Street, Belstead, IP8 3LY
Outline planning application. Access to be considered, all other matters reserved. Erection of one dwelling with garage.
7. **Finance**
 - (a) Confirmation of Receipt of Barclays Bank Interest (£9.49) (June - December 2019)
 - (b) Confirmation of Receipt of VAT Refund (2018/19) (£847.24) (30 December 2019)
 - (c) Confirmation of Barclays Bank Balances (£19,799.59 & £6,353.16) (31 December 2019)
 - (d) Review of (i) Receipts & Budget (ii) Payments & Budget (31 December 2019)
 - (e) Review & Approval of the Council's Bank Reconciliation (31 December 2019)

- (f) Approval of the Internal Controls Checklist, Lead Appointment & Plans (2019/20)
- (g) Completion & Signing of the BDC Precept (2020/21) Request Form (31 January 2020)
- (h) Consideration of a Grant Request Received from Belstead Village Hall
- (i) Consideration of a Grant Request Received from Belstead Carpet Bowls Club
- (j) Consideration of a Donation Request Received from Headway Suffolk
- (k) Consideration of a Donation Request Received from Neighbourhood Watch Suffolk
- (l) Approval of Payment for Remembrance Sunday Wreath (£73.00) (28 October 2019)
- (m) Review & Approval of Payments Presented & Signing of Cheques by Signatories

8. Governance

- (a) Consideration of the Recommended GDPR Documentation Status & Lead Update
- (b) Consideration of the Receipt of the Defibrillator Package & Installation Update
- (c) Approval & Signing of the Council's Parish Clerk/RFO Employment Contract
- (d) Consideration & Approval of Co-Option of Additional Member to the Parish Council
- (e) Review & Approval of Council's Standing Orders & Financial Regulations (2019/20)

9. Highways

- (a) Consideration of the Replacement HGV Sign SCC Highways Update
- (b) Consideration of A14 Noise Pollution & Highways England Planned Work Update
- (c) Consideration of Costs for Cutting of Hedges and Cleaning of Village Signs Update

10. Consultations

- (a) Consideration of SALC Planning Questionnaire Consultation Response (31 January 2020)

11. Matters for Future Consideration

- (a) Review of Implementation of Internal Audit Report Action Plan (2018/19)
- (b) Confirmation of the Booking of the Internal Audit (2019/20) (April 2020)
- (c) Approval of the Council's External Audit Reporting Exemption Status (2019/20)
- (d) Approval of the Parish Clerk's Annual Salary Scale Change (1 March 2020)
- (e) Review & Approval of the Parish Council's Annual Risk Assessment (2019/20)
- (f) Review & Approval of the Parish Council's Internal Control Statement (2019/20)
- (g) Agreement of the Dates of the Council's Meetings & Draft Agendas (2020/21)
- (h) Agreement of the Date of the Annual Parish Meeting & Draft Agenda (May 2020)

12. Date of the Next Meeting

- (a) 25 March 2020 (Agenda Items & Documents Received by 17 March 2020)

Simon Ashton, Parish Clerk

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3 January 2020