

# Belstead Parish Council

## NOTICE OF MEETING

**Members are duly summoned to attend the next meeting of the Council to be held on Wednesday 10 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 [belstead.pc@btinternet.com](mailto:belstead.pc@btinternet.com) 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 & Requests for Dispensation**
- 3. Approval of Minutes of the Previous Meeting on 13 January 2021**
- 4. Reports by the District Councillor and County Councillor**

The District Councillor 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. **Finance**
  - (a) Confirmation of Barclays Bank Balances (£15,819.33 & £6,358.14) (29 January 2021)
  - (b) Review & Approval of Implementation of Internal Audit Action Plan (2019/20)
  - (c) Approval of RFO's Attendance at Preparing for Internal Audit Webinar (11 Mar 21)
  - (d) Approval of the Council's External Audit Reporting Exemption Status (2020/21)
  - (e) Review & Approval of Fidelity Guarantee Insurance Cover Increase (£8.28)
  - (f) Consideration of a Donation Request Received from Lighthouse Women's Aid
  - (g) Review & Approval of Payments Presented & Signing of Cheques by Signatories
  
7. **Governance**
  - (a) Consideration of Matters Relating to the Mill Farm Place Open Space BDC Update
  - (b) Consideration of Matters Relating to the Public Nature Reserve BDC Update
  - (c) Review & Approval of Completed Annual Internal Controls Checklist (2020/21)
  - (d) Consideration of Future Co-Option of Additional Member to the Parish Council
  - (e) Consideration of the Swaffham Prior District Community Heating Scheme
  - (f) Agreement of the Dates of the Council's Meetings & Draft Agendas (2021/22)
  
8. **Consultations**
  - (a) Consideration of Mersea Homes Red House Neighbourhood Response (12 Mar 21)
  - (b) Consideration of NALC Planning Model Design Code Response (12 Mar 21)
  - (c) Consideration of BDC Leisure, Sport & Physical Activity Strategy Response (15 Mar 21)
  - (d) Consideration of EA Power Station Design Assessment Response (4 April 2021)
  
9. **Highways**
  - (a) Consideration of a Replacement of the Old A12 HGV Sign & Funding SCC Update
  - (b) Consideration of Extension to 30-mph Speed Limit on Grove Hill Police Update
  - (c) Consideration of Suffolk Parish Councils Grit Bin Refills SCC Highways Update
  - (d) Consideration of Highways England A14 Belstead Road Noise Reduction
  
10. **Public Bodies (Admissions to Meetings) Act 1960**
  - (a) Approval by the Council to Exclude the Public & Press on Confidential Grounds
  - (b) Consideration & Approval of Confidential Council Employment Matters
  
11. **Matters for Future Consideration**
  
12. **Date of the Next Meeting**
  - (a) 12 May 2021 (Agenda Items & Supporting Documents Received by 4 May 2021)
  - (b) 9 June 2021 (Based on TBC Year End Submission Deadline of 30 June 2021)
  - (c) 14 July 2021

Simon Ashton, Parish Clerk  
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3 March 2021