

# SHOTLEY PARISH COUNCIL

Clerk: Mrs D Bedwell

Telephone: Clerk      01473 788248      email: shotleypc@btinternet.com

10<sup>th</sup> March 2018

All Parish Councillors are required to attend the Meeting of the Shotley Parish Council to be held on **Thursday 15<sup>th</sup> March 2018 at 7.15pm at the Large Committee Room, Village Hall, Shotley.**

All parishioners are also invited to attend. The meeting will be open to the public and any parishioner wishing to raise a matter should speak at item 4.

pp Clerk

## AGENDA

<b>Chairman's announcement:</b> <i>Welcome to this meeting of the Shotley Parish Council.</i> <i>May I first of all remind you of some domestic arrangements:</i> <ul style="list-style-type: none"><li>• <i>The Council, members of the public and the press may record/film this meeting when the public and the press are not lawfully excluded.</i></li><li>• <i>Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk.</i></li><li>• <i>Please switch all mobile phones off or to silent.</i></li><li>• <i>May I remind all those present to be courteous and not to have private conversations whilst the meeting is in progress.</i></li></ul>	
<b>1. Apologies for absence</b>	<b>7.15</b>
<b>2. Declarations of interest with regard to items on the agenda and additions to register</b>	<b>7.15</b>
<b>3. Reports</b> <ul style="list-style-type: none"><li>(i) County Councillor's report (D Woods)</li><li>(ii) District Councillor's report (P Patrick)</li><li>(iii) District Councillor's report (D Davis)</li></ul>	<b>7.20</b>
<b>4. Public participation at meetings</b> (Meeting open to the public to allow members of the public to speak)	<b>7.30</b>
<b>5. To approve the minutes of the meeting held 22<sup>nd</sup> February 2018</b>	<b>7.35</b>
<b>6. Planning matters</b> <ul style="list-style-type: none"><li>(i) To consider applications received from Babergh District Council:<ul style="list-style-type: none"><li>a) DC/18/00922 16 Tudor Close, Shotley - Erection of single storey extension (revised design to DC/18/00445)</li><li>b) DC/18/00873 Land adjacent to Frogs Alley, Frogs Alley, Shotley - Full Planning Application - partial change of use to provide glamping (a maximum of six tents) and to facilitate event hosting - Erection of an outbuilding to provide toilet/shower facilities and storage capacity in connection with existing vineyards operated by the applicant</li></ul></li><li>(ii) To note Approvals/Refusals<ul style="list-style-type: none"><li>a) DC/17/05704 and 5705 Hill House Farm, Wades Lane, Shotley - Full planning application- Covert timber framed barn into two dwellings - Planning Permission Granted.</li></ul></li><li>(iii) Planning Correspondence</li></ul>	<b>7.40</b>

<p><b>7. To review and approve/adopt the following statutory documents and policies:</b></p> <ul style="list-style-type: none"> <li>(i) Standing Orders</li> <li>(ii) Financial Regulations</li> <li>(iii) Financial Risk Assessment</li> <li>(iv) Statement of Internal Controls</li> <li>(v) General Risk Assessment</li> <li>(vi) FOI Model Publication Scheme</li> <li>(vii) Electronic Communications Policy</li> <li>(viii) Internal Auditor Terms of Reference 2018</li> <li>(ix) The Suffolk Local Code of Conduct (v2014) for the purposes of <ul style="list-style-type: none"> <li>(a) fully complying with the Localism Act, and</li> <li>(b) discharging its duty to promote and maintain high standards of conduct within its area.</li> </ul> </li> <li>(x) Complaints Policy</li> </ul>	<b>7.50</b>
<p><b>8. Facilities and Open Spaces:</b></p> <ul style="list-style-type: none"> <li>(i) Tree maintenance within Lloyd Road open space (to consider request from Kirkton Close resident)</li> <li>(ii) To consider the organisation of a “Beach Clean/Litter Pick “event</li> </ul>	<b>8.20</b>
<p><b>9. Finance and administration</b></p> <ul style="list-style-type: none"> <li>(i) To review and approve the annual insurance policy</li> <li>(ii) To consider and approve accounts for payment and note receipts</li> <li>(iii) Clerk’s report</li> </ul>	<b>8.30</b>
<p><b>10. To note any further correspondence received and agree any response needed:</b></p>	<b>8.40</b>
<p><b>11. Reports from Councillors on matters not itemised on agenda/to be included in next Agenda</b> (no decisions with a financial implication are permitted to be made at this point and should be added to a future agenda for consideration)</p>	<b>8.45</b>
<p><b>Temporary exclusion of press and public:</b> <i>That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed</i></p>	
<p><b>12. Contracts and Tenders:</b> To consider tenders received and appoint contractor</p>	<b>8.50</b>
<p><b>13. Employment matters</b> (Council’s Pension Enrolment responsibilities-To approve arrangements from April 2018)</p>	<b>9.00</b>