

Summons to Councillors to Attend Creeting St Peter Parish Council

Dear Councillor:

You are summoned to attend the Parish Council meeting which will be held at:

The Church Hall, Creeting St Peter

on

Monday, 20th March 2023 at 7.30pm.

Members of the public from the village are welcome to attend this meeting.

A handwritten signature in black ink, appearing to read 'Mark Knight', with a long horizontal stroke extending to the right.

Mark Knight – Parish Clerk

15th March 2023

The Church Hall, The Lane, Creeting St. Peter, Suffolk, IP6 8QR
Tel: 07841 878341 www.creetingstpeter.suffolk.cloud/parish-council
email: pc.creetingstpeter@gmail.com

PARISH COUNCIL MEETING

Notice of meeting to be held on Monday 20th March 2023 at 7.30pm in
The Church Hall, The Lane, Creeting St. Peter, Suffolk, IP6 8QR
for the purpose of transacting the following business.

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – ***Please contact the office should any item need clarification***)
 - (b) Parish Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the Parish Council Meeting held on 23rd January 2023 from those members present at the meeting.**
4. **Public Participation** (as permitted by Standing Orders)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).
5. **Report from**
 - **Chair**
 - **Vice-Chair**
6. **Report from County Councillor.**
7. **Report from District Councillor.**
8. **Financial Matters**
 - 8.1 **Confirmation of Bank Balances (28 February 2023)**
 - 8.1.1 **Current Account (£7,563.33)**
 - 8.1.2 **Play Area Reserve (£4,682.22)**
 - 8.1.3 **Fen Alder Reserve (£2,771.09)**

8.1.4 Lottery Account (£3,719.94)
8.1.5 General Reserve (£2,754.13)

- 8.2 Receipt of HMRC VAT Refund (2021/2) (£70.72 (27 February 2023)
- 8.3 Approval of Payments
- 8.4 Review & Approval of Implementation of Internal Audit Recommendations (2021/2)
- 8.5 Bank Account Correspondence Address Change Update
- 8.6 Approval of AGAR Form 2 Completion (2022/3)
- 8.7 Review & Approval of Internal Controls Review (2022/3)
- 8.8 To appoint lead staff on the following Internal Control learning points:
 - 8.8.1 Approval of Asset Register.
 - 8.8.2 Updating of Standing Orders.
 - 8.8.3 Publication of minutes 2022/3.
 - 8.8.4 Contracts of Employment (1 September 2022)
 - 8.8.5 Declaration of Member's Acceptance Form

9. General Matters

- 9.1 To review and approve the Financial Regulations.
- 9.2 To discuss and adopt the Financial Risk Assessment.
- 9.3 To discuss and adopt the GDPR statement.
- 9.4 To discuss and adopt the Privacy Policy.
- 9.5 To confirm a date for the May 2022 Annual Parish Council meeting.
- 9.6 To set a date for an additional Parish Council meeting in June 2023.
- 9.7 To discuss possible projects for s.106 spending.
- 9.8 To discuss purchasing GDPR compliant email addresses.

10. Planning Matters

- 10.1 To approve the Planning Scheme of Delegation.
- 10.2 Grove Farm, Mill Lane, IP6 8QG DC/23/00899
- 10.3 Creting Hall Farm, Mill Lane, IP6 8QZ DC/23/01138

11. To receive reports from portfolio holders

12. Exchange of information

13. Time and Venue of next Council meeting to be confirmed.

CLOSE

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Mark Knight Clerk to the Council

dated 15th March 2023