

HAUGHLEY PARISH COUNCIL

Councillor Alf Hannan

Proper Officer: Councillor Gerald Brown

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Councillor

Summoned to attend the Annual Meeting of the Haughley Parish Council, which will be in the Green Room, Haughley Village Hall on **Wednesday 16th May 2018 at 7.00pm (Note: this is earlier than usual)**. The meeting will consider the items set out below. Any person who has difficulty in access to the meeting through disability is asked to advise the Acting Proper Officer (contact details shown above) at least 24 hours before the meeting so that every effort may be made to provide access.

Council Meetings are open to the Public and Press. Photographing, recording and broadcasting or transmitting the proceedings of the meeting by any means is permitted.

Proper Officer

Proper Officer

A G E N D A

Elect the Chairman of the Parish Council; signing of Acceptance of Office

Elect the Vice-Chairman of the Parish Council; signing Acceptance of Office

Receive and consider apologies for absence

Receive Councillors' Declarations of Interest in any item on the Agenda

Consider any dispensations

Approve the minutes of the Parish Council Meeting of 10th April 2018 – **Appendix 1**

Public Forum - Up to 15 minutes Public Participation (at the Chairman's discretion). Each

speaker will be allowed 3 minutes to address the Council

Representation by Police Safer Neighbourhood Team

Report from County Councillor A Stringer

Report from District Councillor R Eburne – **Appendix 2**

Approve the draft Neighbourhood Plan for pre-consultation – **previously circulated**

Receive the latest meeting minutes of the Playing Field Committee

Consider speeding issues in Station Road and the use of VAS equipment

Consider the following Planning Application(s) and agree Council comments and

recommendations for submission to Mid Suffolk District Council

DC/18/01279 Lawn Farm, Woolpit – proposed commercial development

DC/18/01699 Ashdown House, Haughley Green – up to 2 No dwellings

DC/18/01966 Land at Chilton Leys, Bury Road, Stowmarket – discharge of condition

DC/18/01944 Walnut Tree Manor – Listed Building - repairs etc

Any other planning application submitted to the Parish Council prior to the meeting

Consider and approve if thought appropriate proposed committees and appointees -

Appendix 3 (Gallowsfield Wood/Haughley Open Spaces; Playing Field)

NOTE: The Village Hall Committee is not a Parish Council Committee

Review and if thought appropriate adopt the following documents:

The Council's Standing Orders - **Appendix 4**

NOTE: The Playing Field should have its own Standing Orders or equivalent

The Council's Financial Regulations – **Appendix 5**

The Council's Code of Conduct - **Appendix 6**

Parish Council Policies



Haughley Parish
Council

Parish Council Terms of Reference for Councillors



Haughley Parish
Council Terms of

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To receive the end of year accounts for 2017/2018

To receive Finance Report for April 2018

- (i) Bank reconciliation
- (ii) Budget to actual
- (iii) Receipts and payments since the last meeting

To authorise payments (BACS, SOs and cheque payments - see schedule)

To receive an update on the preparations for the Annual Audit

To confirm and appointment of the internal auditor

To confirm arrangement for the external audit

Consider training requirements for Councillors

Consider matters from correspondence received – information previously circulated

Details of next meetings:

Parish Council Meeting 19th June 2018 - Venue: Ron Crascall Pavilion at 7.00pm

Consider passing a resolution to exclude the public and press for the next item as their

presence would be prejudicial to the public interest due to the confidential nature of the

matter to be discussed – Public Bodies (Admissions to Meetings) Act 1960