

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan

Acting Proper Officer: Councillor Gerald Brown

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Dear Councillor

You are summoned to attend the Meeting of the Haughley Parish Council, which will be held in the Ron Crascall Pavilion, Haughley on **Tuesday** 19th June 2018 at **7.00pm** (**Note: this time is earlier than usual**). The meeting will consider the items set out below. Any person who may find 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.

All Parish 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.

Gerald Brown

Acting Proper Officer

AGENDA

1. To receive and consider apologies for absence
2. To receive Councillors' Declarations of Interest in any item on the Agenda
3. To consider any dispensations
4. To approve the minutes of the Parish Council Meeting of 16th May 2018 – **Appendix 1**
5. **Public Forum** - Up to 15 minutes Public Participation (at the Chairman's discretion). Each speaker will be allowed 3 minutes to address the Council
6. Report from County Councillor A Stringer – **Appendix 2**
7. Report from District Councillor R Eburne – **Appendix 3**
8. To consider the following Planning Application(s) and agree Council comments and recommendations for submission to Mid Suffolk District Council
 - a) DC/18/02331 - The Old Police Station 26 Old Street Haughley Stowmarket Suffolk IP14 3NX - Discharge of Conditions for DC/18/00880 - Condition 3 (Materials)
 - b) DC/18/02357 - 48 Old Street Haughley Stowmarket Suffolk IP14 3NX - Notification of works to Trees in a Conservation Area - T1 and T2 - Removal of canopy and reduction in height
 - c) DC/18/02393 - The Vicarage The Folly Haughley Stowmarket Suffolk IP14 3NS - Notification of Works to Trees in a Conservation Area- Yew (T1) Reduce crown and prune; x2 Holly (T2 and T3) reduce height and prune
 - d) DC/18/02457 - To The South Of New Bells Lane Haughley Suffolk - Outline Planning Application (All matters reserved) - Erection of detached dwelling
 - e) Any other planning application submitted to the Parish Council prior to the meeting
9. To receive and consider an update the use of VAS equipment in Station Road
10. To consider request to purchase an area of Council land – **Appendix 4**
11. To consider Parish Council duties for Charities within the parish - **Appendix 5**
12. To consider and if thought appropriate adopting the Terms of Reference for the Gallowsfield Wood Committee – **Appendix 6**
 - a. To confirm Geoffrey Kaye as Chairman of the Gallowsfield Wood Committee
 - b. To consider and if thought appropriate adopt a policy for the use of Council owned/managed land/property by commercial enterprises – **Appendix 7**

13. To consider the safety of the Parish Litter Picker and make recommendations thereon
14. To receive an update for a Neighbourhood Watch scheme for Haughley
15. Finance
 - (a) To receive an update on the Annual Audit
 - (b) To receive the Finance Report for May 2018 – **Appendix 8**
 - (i) Bank reconciliation
 - (ii) Budget to actual
 - (iii) Receipts and payments since the last meeting
 - (c) To authorise payments (BACS, SOs and cheque payments – schedule in **Appendix 9**)
 - (d) Consider and if thought appropriate make good unpaid salary
 - (e) Consider and if thought appropriate replace the dilapidated bench on The Green
 - (f) Consider and if thought appropriate purchase an internet security programme
 - (g) Consider and if thought appropriate cutting down a poorly growing tree on The Green
 - (h) Community Infrastructure Levy (CIL); to receive an update and consider items for inclusion in a Parish Infrastructure Investment Plan (PIIP) – **Appendix 10**
16. To Review and if thought appropriate adopt the following policies:
 - i. Parish Council Policies
 - a. The Council’s Data Protection Policy – **Appendix 11**
 - b. The Council’s Document destruction recording template – **Appendix 12**
 - c. The Council’s General Data Protection Policy – **Appendix 13**
 - d. The Council’s Privacy Policy and Notice – **Appendix 14**
 - e. Information available from Haughley Parish Council under the model publications scheme (ICO) - **Appendix 15**
 - ii. Parish Council Terms of Reference for Councillors – **Appendix 16**



Haughley Parish
Council Terms of

17. To consider matters from correspondence received – information previously circulated
18. Dates of next meetings:
Parish Council Meeting Wednesday 16th July 2018 - Venue: Green Room, Haughley Village Hall at **7.00pm**