

WATTISFIELD PARISH COUNCIL

THE ANNUAL MEETING OF WATTISFIELD PARISH COUNCIL WILL BE HELD ON
MONDAY 18 MAY 2020 AT 10.00 AM

THIS MEETING WILL BE HELD VIRTUALLY BECAUSE OF THE CURRENT COVID-19 SITUATION

This meeting will be held using the Zoom platform and members of the public are invited to join. If you wish to do so, please email the Parish Clerk wattisfieldpc@outlook.com by 17 May 2020 and you will be sent an email with the link and passwords to join the meeting.

AGENDA

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- a) To elect a chairman and to sign the Declaration of Acceptance of Office.
- b) To elect a vice chairman.

2. PUBLIC FORUM

Members of the public are invited to comment on any agenda item for this meeting or any other matter concerning them and/or the parish. After this opportunity, further comment during the meeting will only be allowed at the Chairman's discretion.

3. REPORT FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLOR

County Councillor J Fleming has been invited to attend.

4. APOLOGIES

To receive apologies and record the reasons for any absences.

5. DECLARATIONS OF INTEREST

To receive disclosures of personal and prejudicial interests on matters to be considered at the meeting.

6. REQUESTS FOR DISPENSATIONS

To receive requests for dispensations.

7. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the meeting held on 16 March 2020.

8. MATTERS ARISING FROM MINUTES

To consider matters arising that are not covered by subsequent agenda items.

9. COVID-19

To receive reports and consider possible actions in respect of response to COVID-19.

10. HIGHWAYS, TREES AND CHURCHYARD

- a) To receive an update on the speed activated device and the installation of the posts as part of Community Speedwatch.
- b) To review progress with the feasibility of restoring the church clock.
- c) To review progress with overgrown hedges and other concerns reported to SCC.
- d) To review progress with concerns about speeding traffic along Honeypot Lane.
- e) To consider any new issues or concerns.

11. POLICIES AND PROCEDURES

To review and consider re-adopting the following policies and procedures:

- a) Standing Orders
- b) Complaints Procedures
- c) Disciplinary Procedures

- d) Financial Regulations
- e) Grievance Policy
- f) Health and Safety Policy
- g) Protocol for Reporting at Public Meetings
- h) Health and Safety Policy
- i) Grant Awarding Policy
- j) Code of Conduct.

12. RISK ASSESSMENT

To review and consider adopting the following risk assessments:

- a) Financial Risk Assessment
- b) Asset Risk Assessment.

13. FINANCE AND ADMINISTRATION

- a) To review the unaudited Annual Statement of Accounts for 2019/2020.
- b) To receive an update on the internal audit arrangements and the revised statutory requirements.
- c) To consider and confirm the following payments:
 - £339.30 to MSDC – waste bin emptying
 - £258.99 to SALC – annual membership subscription
 - £21.60 to SALC – payroll services
 - £35.00 to Information Commissioners Office – annual fee
 - £192.00 to WCC&RG – room hire
 - £24.00 to SALC – training
 - £148.26 to C Garman – expenses 1 Jan – 31 Mar 20.
- d) To review progress with a community newsletter.

14. PLANNING MATTERS

- a) To consider progress with existing applications.
- b) To consider planning application number DC/20/01556 - Dogwood, The Street, Wattisfield, Diss Suffolk IP22 1NS.

15. CORRESPONDENCE RECEIVED

To consider any correspondence previously circulated.

16. QUESTIONS TO THE CHAIRMAN

17. DATE OF NEXT MEETING

- a) To note that the Annual Parish Meeting will be postponed until such time as a meeting can be held.
- b) To consider and confirm Monday 15 June 2020 at 10.00 am as the date of next meeting.

Christopher Garman – Parish Clerk
01359 221600 – wattisfieldpc@outlook.com
11 May 2020

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions. Persons intending to report are requested to give notice before the start of the meeting to the Clerk of the Council to enable reasonable facilities to be afforded.