

# WATTISFIELD PARISH COUNCIL

THE ANNUAL MEETING OF WATTISFIELD PARISH COUNCIL WILL BE HELD ON  
MONDAY 17 MAY 2021 AT 7.30 PM

AT THE VILLAGE HALL, WATTISFIELD  
(PLEASE WEAR FACEMASK, SANATISE HANDS AND SOCIALLY DISTANCE)

## 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 the Quiet Lanes Suffolk project and the planned designation of Bobby Hill, Chapel Road and Honeypot Lane as quiet lanes, any other 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 26 April 2021.
8. MATTERS ARISING FROM MINUTES  
To consider matters arising from the minutes of the meeting held on 26 April 2021 that are not covered by subsequent agenda items.
9. HIGHWAYS, TREES AND CHURCHYARD
  - a) To receive an update on the Speed Indicative Device.
  - b) To receive an update on the church clock project, to consider the quotations for the access works, to consider the funding situation and to decide whether to proceed with instructing contractors.
  - c) To consider the quotations for the work to the trees on the recreation ground, the village green and in the churchyard and to agree on a contractor.
  - d) To consider the report from SCC on the condition of the street lighting equipment and to agree on a strategy.
  - e) To consider the current situation with any overgrowing hedges and any actions needed.
  - f) To review the arrangements for the annual village litter pick on Sunday 23 May 2021.
  - g) To consider any new issues or concerns.

10. CEMETERY

To consider a request for the allocation of plots that deviate from the cemetery plan.

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 2020/2021.
- b) To receive an update on the internal audit arrangements.
- c) To review the draft newsletter for June 2021 and the distribution arrangements.

14. PLANNING MATTERS

To consider progress with existing applications and enforcements.

15. CORRESPONDENCE RECEIVED

To consider any correspondence previously circulated.

16. QUESTIONS TO THE CHAIRMAN

To consider any points of interest for discussion with the Chairman and possible inclusion on the agenda for the next meeting.

17. DATES OF NEXT MEETINGS

- a) To confirm Monday 14 June 2021 at 7.30 pm as the date of next Parish Council meeting.
- b) To confirm Tuesday 1 June 2021 at 7.30 pm as the Annual Parish Meeting.

Christopher Garman – Parish Clerk

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10 May 2021

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.