

WATTISFIELD PARISH COUNCIL

THE ANNUAL MEETING OF WATTISFIELD PARISH COUNCIL WILL BE HELD ON
MONDAY 16 MAY 2022 AT 7.30 PM

AT URC CHAPEL, CHAPEL ROAD, WATTISFIELD

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. REPORTS 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 19 April 2022.
8. MATTERS ARISING FROM MINUTES
To consider matters arising from the minutes of the meeting held on 19 April 2022 that are not covered by subsequent agenda items.
9. HIGHWAYS, TREES AND CHURCHYARD
 - a) To consider the email received in respect of parking in the passing place on Pottery Hill, Wattisfield.
 - b) To consider progress with the dredging of the village pond.
 - c) To consider any new issues or concerns.
10. 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
- k) Statement of Website Accessibility
- l) Privacy Notice – staff and councillors
- m) Privacy Notice - general

11. RISK ASSESSMENT

To review and consider adopting the following risk assessments:

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

12. FINANCE AND ADMINISTRATION

a) To consider and confirm the following payments:

£360.00 to S P Lunn Electrical Ltd – village hall electrical report
£35.00 to Information Commissioners Office – annual fee.

- b) To review the unaudited Annual Statement of Accounts for 2021/2022.
- c) To consider a donation to Walsham le Willows Community Council Foodbank.
- d) To consider a donation to Wattisfield Community Centre and Recreation Ground for the purposes of the Jubilee event.

13. VILLAGE HALL

To review the structural survey report from Whitworth Co Partnership in respect of the village hall.

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 MEETING

To confirm Monday 20 June 2021 at 7.30 pm as the date of next Parish Council meeting.

Christopher Garman – Parish Clerk
01359 221600 – wattisfieldpc@outlook.com
10 May 2022

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.