

NOTICE IS HEREBY GIVEN that all members of the Parish Council are hereby summoned to attend the Meeting of Great Barton Parish Council which will be held on Monday 17th July 2023 commencing at 7.30 pm in the Village Hall.

The Council, members of the public and press are welcome to attend and may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published on the website. Members of the public will be invited to give their views/question to the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to 10 minutes duration but may be extended at the discretion of the Chairman. To view associated papers/information please use the following web-link: <http://greatbarton.suffolk.cloud/parish-council/meeting-dates/>

AGENDA

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| 1. | Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence |
| 2. | <p>i) To receive members Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda no later than when that item is reached &, when appropriate, to leave the meeting prior to discussion and voting on the item.</p> <p>(ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting</p> |
| 3. | Open public session – 10 minutes |
| 4. | To receive County Councillor's report from Rebecca Hopfensperger |
| 5. | To receive District Councillor's reports from Sarah Broughton and Rebecca Hopfensperger |
| 6. | Update on 'Triangle Development' if required |
| 7. | To sign the minutes of the council meeting on Monday 19th June 2023 to stand as an accurate record of the meeting |
| 8. | To sign the planning meeting minutes of 10th July 2023 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council |
| 9. | <p>FINANCE</p> <p>a) Payment of Accounts and outstanding invoices - Approval & signing of payments schedule</p> <p>b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, checking of monthly bank reconciliations for June and July and any items arising from risk assessments</p> <p>c) Monthly review of the work carried out by the Locum Financial Officer</p> <p>d) Grants from Housing Associations, for playground equipment – Cllr M Dunn; followed by a review of the playground equipment budget</p> <p>e) Review quotes for installation of village gates and confirm locations. Review if the application form has been completed for Suffolk County Council to approve the installation of the gates</p> <p>f) Update on the refund of office allowance from previous Clerk (Claimed Sept 22 to March 23) – Cllr M Dunn</p> <p>g) Grass cutting Conyers Green, consider expenses payment for year 2023/2024</p> <p>h) Update on the overpayment to Vertas (grass cutting) – Locum Clerk</p> <p>i) Consider additional hours worked by Locum Clerk in June and July 2023</p> |
| 10. | <p>Procedural items carried forward from May's AGM:</p> <p>a) A full review of the asset register</p> <p>b) A full review of insurance cover and comparison against the asset register to confirm Council are adequately insured</p> <p>c) A full review of Council's policies (including GDPR)</p> <p>d) Review of risk assessment documents</p> <p>e) Review of the Terms of Reference of the internal auditor</p> <p>f) Review of the website accessibility statement</p> <p>g) Update and adopt the Playground Accident Policy</p> <p>h) Consider, approve and sign the Dignity at Work policy to confirm acceptance</p> |

11. Progressing the outstanding comments from the Internal Audit report;
 - a) Business case for the employment of interim staff
 - b) Publish Suffolk Code of Conduct on Parish Council website
 - c) Add a link to the Parish Council website of Councillors Members' Interests forms on West Suffolk Council website
 - d) Review all documents on the Parish Council website and ensure that links are working
 - e) Set up '.gov.uk' email for the Parish Clerk and the Chair
 - f) Review revised temporary Internal Control Document to reflect the roles currently being undertaken by the Clerk and Locum RFO
12. Non financial items carried forward from previous meetings:
 - a) Update on progressing the cul-de-sac footpath on Green Lane
 - b) Book exchange – update contact details on the notice
 - c) Wooden bus shelter A143 – gutters need clearing
 - d) Update to the survey of Icepits Wood, Travellers Rest, Conyers Green land owned by the Parish Council
 - e) Update on Cox Lane speeding and volume of traffic
 - f) Update from M Dunn on clearing the ditch and skirting back on Mill Road
 - g) Council to consider adding relevant information about the Triangle Development to the Parish Council website
13. Update on Allotments Tenancy Agreement
14. Chairman's and Councillor's Reports
15. Correspondence not covered elsewhere on the agenda
16. Items to be carried forward to next meeting
17. Closing public session
18. Date of next meeting – Monday 18th September 2023 at 7.30pm

Amanda Jackson
Clerk for Gt Barton Parish Council