

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 16th October 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. | 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.
(ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting |
| 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 18th September 2023 to stand as an accurate record of the meeting |
| 8. | To sign the planning meeting minutes of 9 th October 2023 to stand as an accurate record of the meeting and consider the completed planning applications from West Suffolk Council |
| 9. | FINANCE |
| | a) Payment of Accounts and outstanding invoices - Approval & signing of payments schedule for August and September 2023 |
| | b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, checking of monthly bank reconciliations for August and September 2023 and any items arising from risk assessments |
| | c) List of Councils aggregate receipts and payments for the quarter |
| | d) Council to approve payment of an invoice under query for West Suffolk Council invoice 62 £163.82 for election expenses, investigated and then paid 2 nd October 2023 |
| | e) Council to confirm the £245 contribution for the 2 coronation benches for the school from the Coronation reserve |
| | f) Update on alternative saving account due to Financial Services Compensation Scheme FSCS limit of £85,000 |
| | g) Review of the work carried out by the Locum Financial officer |
| | h) Grants from Housing Associations, for playground equipment – Cllr M Dunn; followed by a review of the playground equipment budget |
| | i) 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 |
| | j) Council to confirm payment of Icepits Wood land rent will be from the small projects reserve |
| | k) Council to consider volunteers to run Thermal camera usage in the Village in January |
| | l) Council to review systems and response to email Data Breach |
| | m) Council to consider quotes for erection of noticeboards |
| | n) Council to consider Clerk attending SALC Local Council Conference |

o) Review of playground inspection

10. Procedural items carried forward from May's AGM:
 - a) A full review of Council's policies (including GDPR)
 - b) Review of risk assessment documents
 - c) Review of the Terms of Reference of the internal auditor
 - d) Review of the website accessibility statement
 - e) Update and adopt the Playground Accident Policy
11. Progressing the outstanding comments from the Internal Audit report;
 - a) Add a link to the Parish Council website of Councillors Members' Interests forms on West Suffolk Council website
 - b) Review all documents on the Parish Council website and ensure that links are working
 - c) Update on setting up '.gov.uk' email for the Parish Clerk, Chair and Councillors
12. Non-financial items carried forward from previous meetings:
 - a) Update on progressing the cul-de-sac footpath on Green Lane
 - b) Update on the footpath from Cox Lane to Icepits Wood
 - c) To consider School Lane/Downing Wood planted area
 - d) Update on the timescales for clearing the ditch and skirting back on Mill Road
 - e) Council to consider adding relevant information about the Triangle Development to the Parish Council website
13. Council to consider responding to the statutory review of polling districts and polling places from West Suffolk Council
14. Change of number for Emergency telephone line at the Village Hall
15. Council to consider maintenance and replenishment of the grit bins
16. Update Christmas lunch for elderly/vulnerable residents
17. Update on Winter Newsletter
18. Chairman's and Councillor's Reports
19. Correspondence not covered elsewhere on the agenda
20. Items to be carried forward to next meeting
21. Closing public session
22. Date of next meeting – Monday 20th November 2023 at 7.30pm

Amanda Jackson
Clerk for Gt Barton Parish Council