

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 18th September 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 17th July 2023 to stand as an accurate record of the meeting |
| 8. | To sign the planning meeting minutes of 24th August 2023 and 11 th September 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 July 2023 and any items arising from risk assessments
c) List of Councils aggregate receipts and payments for the quarter
d) Review of the VAT claim 1 st April to 31 st August 2023
e) Council to consider paying an additional £199.72 for the annual church insurance policy
f) Council to consider paying an additional £41 to PKF for the External Audit
g) Contacting local groups/organisations and the Emergency Plan Team to check if funds are required from precept for 2024
h) Council to confirm changes to June minutes with reference to Icepits Woods survey
i) External Auditors review of the annual return
j) Council to consider the Financial Services Compensation Scheme FSCS limit of £85,000
k) Review the quote for the Councils insurance for the following year
l) Review of the work carried out by the Locum Financial officer and consider if hours in hand can be carried forward to October for training
m) Update on the overpayment to Vertas (grass cutting) – Clerk to update
n) Council to review quotes received for maintenance work to be carried out in Icepits Wood
o) Update on Conyers Green grass cutting
p) Grants from Housing Associations, for playground equipment – Cllr M Dunn; followed by a review of the playground equipment budget |

- q) 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
 - r) Renewal of Website hosting with Suffolk Cloud 1st November 2023 to include security certificate
10. Procedural items carried forward from May's AGM:
- a) A full review of the asset register
 - b) A full review of insurance cover and comparison against the asset register to confirm Council are adequately insured
 - c) A full review of Council's policies (including GDPR)
 - d) Review of risk assessment documents
 - e) Review of the Terms of Reference of the internal auditor
 - f) Review of the website accessibility statement
 - g) Update and adopt the Playground Accident Policy
11. Progressing the outstanding comments from the Internal Audit report;
- a) Publish Code of Conduct on Parish Council website
 - b) Add a link to the Parish Council website of Councillors Members' Interests forms on West Suffolk Council website
 - c) Review all documents on the Parish Council website and ensure that links are working
 - d) Update on setting up '.gov.uk' email for the Parish Clerk, Chair and Councillors
 - e) Review Internal Control Document to reflect the role being undertaken by the Clerk as the Locum Clerk and RFO contract expires 30.9.23
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 permissive footpath from Cox Lane to Icepits Wood
 - c) Update on the timescales for clearing the ditch and skirting back on Mill Road
 - d) Council to consider adding relevant information about the Triangle Development to the Parish Council website
 - e) Update on the Allotment Tenancy Agreement
13. Organise the Christmas lunch for elderly/vulnerable residents
14. Update on Winter Newsletter
15. Update on signpost sticker renewal
16. Chairman's and Councillor's Reports
17. Correspondence not covered elsewhere on the agenda
18. Items to be carried forward to next meeting
19. Closing public session
20. Date of next meeting – Monday 16th October 2023 at 7.30pm

Amanda Jackson
Clerk for Gt Barton Parish Council