

SAXTEAD ANNUAL PARISH COUNCIL MEETING

TUESDAY 23 MAY 2013 at SAXTEAD SCHOOL OF DANCE AT 7.30PM

AGENDA

The Public and press are cordially invited to be present

Note: Before taking their seats Councillors must sign the Declaration of Acceptance of Office witnessed by the Clerk. By signing this declaration they are accepting their public office and agreeing to abide by the Suffolk Local Code of Conduct. (Forms will be provided)

1. **Election of Officers: Chair, Vice-Chair** (taken by the outgoing chairman)
2. **Apologies:** to receive and approve apologies for absence
3. **Declarations of interest with regard to items on the agenda** (pecuniary and non-pecuniary)
4. **To confirm the minutes of the Council Meeting held on 28 February 2013** (draft minutes have been circulated to councillors and are available on the website www.saxtead.suffolk.gov.uk)
5. **Public forum**

To hear reports from:
SCC County Councillor, S Burroughes
SCDC District Councillors, C Walker / C Hudson
Suffolk Police (if any update since meeting 25-Apr-13)

An opportunity for the public to make comments.

Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting.

NEW ITEMS

6. **Parish Council vacancy:** to note Cllr Mallion's resignation and to consider advertising a casual vacancy
7. **Issues from the Annual Parish Meeting on 25 April 2013, if any**
8. **Appointment of Representatives to other bodies** (if any)
9. **To confirm Clerk/RFO for 2013/14** (for audit purposes)

ONGOING BUSINESS

10. **Saxtead Toilets:** to report that toilets are now open and graffiti has been dealt with
11. **Saxtead Green management:** report on meeting with R Bull and P Ross re future of Green (GC)
12. **Wild About Saxtead:** update, and to note the WAS Tea Party and Wild Flower Walk on 14 June 2013: A Tea Party from 5-7pm. Stephen Massey will be leading a wild flower walk. Meet by the goal posts.

REVIEWS

13. **Adoption of Standing orders for 2013/14** (no change proposed, to be circulated to Councillors)
14. **Adoption of Financial Regulations for 2013/14** (no change proposed, to be circulated to Councillors)
15. **Risk Assessments and Assets:** To review the Risk Assessments and Register of Assets (draft to be circulated)
16. **Review of audit effectiveness** (draft to be circulated)

REGULAR BUSINESS

17. **Clerk's Report**
 - a. Urgent decisions/actions since the last meeting
 - b. Any other items
18. **Planning applications and notifications:**
 - a. To consider planning applications received by the date of the meeting:
 - C13/0741 and C13/0742 Hitcham House, The Green, Saxtead, Woodbridge, IP13 9QE PP. C13/0741: new summer house (PP); C13-0742: new utility room next to listed building (LBC).
 - b. To note recent determinations (approvals/refusals) received by the date of the meeting:
 - C13/0564 The Manor Farm and C13/0562 Four Winds still outstanding.
 - c. Any other planning matters
 - House extensions consultation scheme
(www.planningportal.gov.uk/general/news/stories/2013/apr13/250413/25042013_1)
19. **Correspondence**

A list of correspondence will be available at the meeting. Significant items to be mentioned include:-

 - Local Government Boundary commission review for SCDC (www.lgbce.org.uk)
 - SALC Councillor Refresher briefing, 12/6/13 10-12 £28, and annual training programme
20. **Financial matters and payments due:**

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- a. **Report:** To receive the report on the Council's financial position
- b. **Receipts:** To note receipts by the meeting date:
- Barclays Good Will Gesture £4.00
- c. **Payments:** To approve payments made since last meeting:
- Printed.com, Little Book of Saxtead £ 230.94
 - Stephen Massey, (replacement for cheque 100512) £ 100.00
 - Getmapping PLC: for Parish Online mapping £ 12.00
- To authorise payments for invoices received by the meeting date:
- Community Action Suffolk, Membership £ 30.00
 - Saxtead School of Dance for meeting 25/4/13 £ 12.00
 - Clerk's Salary (Dec 2012 - Jan 2013) net tbc
 - Post Office Ltd: HMRC Tax/NI tbc
 - Clerk's expenses (mileage, postage) tbc
- d. **Annual Audit:**
- To approve payments made during 2012/13 & not previously authorised: none
 - To appoint Internal Auditor for Year End 2012/13
 - To approve the summary 2012/13 accounts for submission to the internal and thereafter the external auditor.
 - To note that the 2012/13 accounts are in order and to approve and sign Annual Return for 2012/13 for audit
 - To note the commencement of the Audit and dates to be complied with*.
 - To confirm arrangements for payroll and PAYE in 2013/14
21. **Urgent matters and matters for information**
To report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
22. **Date of next and future meetings**
To confirm the date, time and place of the next meeting and consider dates for future meetings in 2013/14 (school term dates are listed below for convenience of planning)
Provisional dates: Thursday 19 September 2013, Thursday 5 December 2013, Thursday 6 February 2014, Thursday 20 March 2014, Thursday 24 April 2014 (APM), Thursday 15 May 2014 (APCM) all at 7.30pm

Signed: T Hutt (Clerk)

Dated: 16/5/2013

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***commencement of the Audit and dates to be complied with:**

Approval of accounts: no later than 30 June 2013
Publication of audited account: no later than 30 September 2013
Internal audit: as soon as possible after 23/5/13
Display notice: From 10/6/2013 to 23/6/2013
Make records available: 24/6/13 to 19/7/13

Send annual return to BDO: as soon as possible after 19/7/13
Annual return and supporting info to be at BDO LLP by the audit date of 29/7/13
Date of meeting to approve Section 1: 23 May 2013
Date of meeting to approve Section 2: 23 May 2013

For information only, for planning meetings:

School Term dates for 2012/2013 (including professional development days)

Summer Term 2013 Begins 15 April 2013 Ends 23 July 2013

Summer Half Term from Monday 27 May (Bank Holiday) to Friday 31 May 2013

School Term dates for 2013/2014 (including professional development days)

Autumn Term 2013 Begins 3 September 2013 Ends 20 December 2013

Autumn Half Term from Monday 28 October to Friday 1 November 2013

Spring Term 2014 Begins 6 January 2014 Ends 4 April 2014

Spring Half Term Begins from Monday 17 February to Friday 21 February 2014

Summer Term 2014 Begins 22 April 2014 Ends 23 July 2014

Summer Half Term from Monday 26 May (Bank Holiday) to Friday 30 May 2014

www.suffolk.gov.uk/education-and-careers/schools-and-support-in-education/general-information/school-term-and-holiday-dates