

SAXTEAD PARISH COUNCIL

Councillors are summoned to attend a meeting of Saxtead Parish Council which will be held at Foxearth Lodge Training Room, Saxtead on Thursday 15th February 2018 at 7.30 pm

Parishioners are invited to attend the Meeting

Please note that audio and visual recordings are allowed at this meeting. If any member of the public does not wish to be filmed please advise the clerk or Chairman before the meeting commences.

AGENDA

1. **Chairman's welcome**
2. **To receive apologies for absence**
3. **Declarations of interests & applications for dispensations**
4. **Minutes of meeting of 11th January 2018 to be approved as a true record of the meeting**
5. **Matters arising**

PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

Including report by Police & District and County Councillors' Reports, if applicable

6. **Chairman's report**
7. **Clerk's report**
8. **To appoint the new clerk as the Responsible Financial Officer**
9. **To approve and adopt the following policies:**
 - Data Protection Policy
 - Lone Worker Policy
 - Equal Opportunities Policy
 - Grievance Procedure
 - Disciplinary Procedure
 - Sickness Absence Policy
 - Freedom of Information Policy
 - Freedom of Information Publication Scheme and Charges
 - Internal Control Statement
 - Protocol for Recording of Meetings
10. **To consider registering under Information Commissioner's Office regarding the information we hold as a council.** The Data Protection Act 1998 requires every data controller who is processing personal information to register with the ICO. The cost to the Parish Council would be £35/year.
11. **To review compliance to Internal Control Statement**
12. **To review internal audit report for year ending 31/03/2017 and the issues raised**
13. **To appoint an internal auditor for year ending 31/03/2018**
Also to accept the Auditor's Terms of Reference.
14. **To adopt revisions to Standing Orders**
15. **To confirm dates for Parish Council meetings in 2018**
16. **Agree to remove the previous clerk as a non-signing official on the bank account and replace with the current clerk. Resolve for all statements to be sent to the new clerk's address and for the Chair plus an account signatory to complete the bank forms in this regard.**
17. **Council to agree to send the new clerk the standard letter regarding pension provision for clerks as provided by SALC**
18. **PLANNING To discuss the following application:**

DC/18/0495/TCA Mr Michael Stacey, Highfield, The Green, Saxtead
To fell trees A & B and reduce the crowns of trees C & D by up to 60%.

19. To consider a resident's request for traffic calming measures on World's End Lane and Tannington Road. (A map detailing the measures currently in force will be at the meeting)
20. To discuss a resident's suggestion to help reduce speeding through the village
21. To receive an update on correspondence with Bidwells regarding the fallen tree on the green
22. To receive an update on correspondence with Bidwells regarding the potholes at the informal lay-by on Tannington Road
23. To consider SCDC's response to Council's application to register *The Old Mill House* as an Asset of Community Value
24. To discuss cutting of the grass at the triangle where the flagpole stands in 2018
25. To consider correspondence received since date of last meeting and determine any necessary actions (*Please see details below*)
26. To receive Councillors' reports
27. Matters to be raised at the next meeting
28. Date of next meeting

Lydia Kirk

Clerk/Proper Officer
Saxtead Parish Council

CORRESPONDENCE RECEIVED

January- 5th February

Please note, It is possible that some correspondence may have been received by the former clerk and that this will be passed on in due course

An email from Cllr.C Hudson giving his support for the Application for Listing The Old Mill House as an Asset of Community Value dated 22.01.2018

A letter from SCDC re Application for Listing as an Asset of Community Value dated 31.01.2018

Letter from Clerks & Councils Direct with newsletter and introductory price membership offer.

A Letter from Disability Advice Suffolk requesting a donation.

