

Stanstead Parish Council

**Notice of annual meeting to be held at Stanstead Village Community Centre
on Monday 22nd May 2023 at 7pm**

AGENDA

*All members of the council are hereby summonsed to attend the meeting
for the purpose of considering and resolving upon the business to be transacted
as set out hereunder*

- 01.05** Election of Chair
- 02.05** Election of Vice Chair
- 03.05** Apologies for absence
- 04.05** Declaration of acceptance of office to be signed by all councillors & clerk
- 05.05** Register of Interest forms to be signed by all councillors & clerk
- 06.05** Method of Service of Summons consent to be adopted & signed by all councillors
- 07.05** Advise all councillors to sign expenses forms including a £0 return
- 08.05** To receive Councillors declarations of interest, pecuniary or non-pecuniary, in relation to items on this agenda
- 09.05** To consider applications for dispensations
- 10.05** To adopt minutes of the council meeting held on 27th March 2023
- 11.05** To receive reports from: District Councillor M Holt /S Plumb and County Councillor R Kemp
- 12.05** Public forum, members of the public are invited to question Councillors and /or speak on any Parish matters
- 13.05 New Planning Applications:**
 - DC/23/01751** - Proposal: Householder Application - Erection of a detached garage block and first floor annexe
Location: Coppins House, Blooms Hall Lane, Stanstead, Sudbury Suffolk CO10 9AY
 - DC23/02104 & DC23/02103** - Listed Building Consent & Householder Application - Conversion of existing garage to ancillary accommodation, replacement roof and new glazed frames to existing conservatory and internal alterations (amended scheme to DC/22/00672).
Location: Giffords Hall, Hartest Hill, Shimpling, Bury St Edmunds Suffolk IP29 4EX
- 14.05** Playground update
- 15.05** To discuss vacancies
- 16.05** Fire Risk Assessment update
- 17.05** Local plan update
- 18.05** To discuss the footpath at the Hill
- 19.05** Village sign update & to agree quote (for work as stated in minute ref 09.03.23)
- 20.05** Quiet Lanes update
- 21.05** Electrical report update
- 22.05** Approve & sign end of year accounting spreadsheets
- 23.05** Annual Governance and Accountability Return (AGAR) 22-23
 - a. Update & sign Certificate of Exemption
 - b. Internal Audit update
 - c. Update & sign section 1 annual governance statement
 - d. Sign Section 2 Accounting Statements
- 24.05** Approve invoices /accounts for payment since last meeting

- 25.05** To adopt Councillors Code of Conduct
- 26.05** To adopt Standing Orders
- 27.05** To discuss requirement for a health and safety policy
- 28.05** To discuss data protection policy
- 29.05** First registration of Parish Council land update
- 30.05** Matters to be brought to the attention for next full meeting
- 31.05** Agree proposed dates of future meeting:
 - 24th July 23
 - 25th Sept 23
 - 27th Nov 23
 - 29th Jan 24
 - 25th Mar 24
 - 20th May24
 - 29th July 24
 - 30th Sept 24
 - 25th Nov 24
- 32.05** Next meeting including Annual Parish Meeting, Monday 24th July 2023 at 7.30pm

Gail Claydon Clerk to Stanstead Parish Council 16.5.23

All members of the press and public are invited to attend