

Sibton Parish Council

Members are summoned to a Meeting of the Parish Council which will be held virtually via Zoom on Monday, January 25th 2021 at 7pm. Please use the code sent to you by email.

Members of the public who would like to attend – please send an email to sibtonparishclerk@gmail.com and the code will be sent to you.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 5) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: **Paul Widdowson**

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth IP19 8DR:
Tel: 01986 872114: Email: sibtonparishclerk@gmail.com

Agenda

- 1) **Apologies:** To receive any apologies for absence.
- 2) **To receive Declarations of Interest and confirm all Members have reviewed their Declaration of Interest Forms:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:
- 3) **Requests for dispensations:** Consideration of any requests for dispensation.
- 4) **To receive a report** from the County and District Councillor:
- 5) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
 - 1) **To confirm the Minutes** of the Parish Council Meeting held on November 27th 2020.
 - 2) **Sizewell C:** Update on the Council's submission to the Sizewell C Consultation:
 - 3) **Highways and Speeding:** Councillors to discuss speeding equipment.
 - 4) **Planning Matters:** To agree and discuss planning issues.
 - 5) **Clerk's Report, Correspondence and Donations:** The Clerk to update the council on correspondence received and the administration of the Council:
 - 6) **Financial Report:**

- a) **Balances at the Bank on January 12th 2021:** To receive an update on the current financial status:
- b) **Receipts and Cheques for payment:** To review receipts and approve payments:
- 7) **Internet Banking:** Update on adding this payment option to the HSBC Bank Account:
- 8) **To agree Audit Arrangements:** Councillors to review and agree arrangements:
- 9) **To agree Council Risk Assessment Procedures:** Councillors to review and agree procedures.
- 10) **To agree Council Asset Register:** Councillors to review and agree register.
- 11) **New Policies:** Councillors to discuss and agree the following policies and Assessments:
 - Audit and Impact Assessment
 - Data Consent Form
 - Data Protection and Information Management Policy
 - Procedures for Dealing with Data Breaches
 - Procedures for Dealing with Subject Access Requests
- 12) **Current Policies:** Councillors to review and agree the following policies:
 - Equal Opportunities Policy
 - Privacy Notice for Residents
 - Privacy Notice for Staff and Councillors
 - Privacy Notice for New Councillors
- 13) **To receive information and agenda items** for the next Parish Council Meeting on March 29th 2021: