

# Sibton Parish Council

**Members are summoned to the Annual Parish Council Meeting which will be held on Monday, May 23rd 2022 in the Peasehall and Sibton Methodist Meeting Room, Sibton after the Annual Parish Meeting:**

*Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 12) 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](mailto:sibtonparishclerk@gmail.com)

## Agenda

- 1) **To elect a Chair for 2022 – 2023 and receive the Chair’s Declaration of Acceptance of Office:**
- 2) **To elect a Vice-Chair for 2022 - 2023:**
- 3) **To appoint a Responsible Finance and Proper Officer for 2022 - 2023:**
- 4) **To elect Council Appointments for 2022 – 2023 not elected above:**
  - a) **Independent Internal Auditor:**
  - c) **Playing Field:**
  - d) **Village Hall:**
  - e) **Suffolk Association of Local Councils:**
- 5) **Review of Standing Orders:** To consider any changes needed:
- 6) **Review of Financial Standing Orders:** To consider any changes needed:
- 7) **Adoption of Code of Conduct:** To agree the Code of Conduct:
- 8) **Apologies:** To receive any apologies for absence.
- 9) **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:
- 10) **Requests for dispensations:** Consideration of any requests for dispensation.
- 11) **To receive a report** from the County and District Councillors:

- 12) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 13) **To confirm the Minutes** of the Parish Council Meetings held on Monday, March 28th 2022:
- 14) **Highways and Speeding:** Councillors to discuss speeding equipment.
- 15) **Footpath in Pouy Street:** Councillors to discuss the movement into the river.
- 1) **Queen's Platinum Jubilee:** Councillors to discuss the event.
- 2) **Planning Matters:** To agree and discuss the following planning applications.

**Proposal:** Proposed lodge to be used as ancillary accommodation to the main dwellinghouse at Plum Tree Farm.

**Address:** Plum Tree Farm, Dunwich Lane, Heveningham, Saxmundham, Suffolk. IP17 2JT

**Ref:** DC/22/1474/FUL

**Proposal:** Positioning of curtilage boundary. Installation of private sewage treatment plant. Installation of above ground oil tank.

**Address:** Abbey Farmhouse Yoxford Road Sibton Saxmundham Suffolk IP17 2LZ

**Ref:** DC/22/1594/FUL

- 3) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 4) **Financial Report:**
  - a) **Balances at the Bank on May 12th 2022:** To receive an update on the current financial status.
  - b) **Payments and Receipts:** To review receipts and approve payments.
- 5) **Zoom Subscription:** Councillors to agree whether to contribute to a Zoom subscription.
- 6) **Policies:** Councillors to discuss and agree the following policies:

Anti-Harassment and Bullying Policy:

- 7) **Accounts year ending March 31<sup>st</sup> 2022:** Review of the Accounts for Internal Audit and any questions:
  - a) **To approve Section 1 of the Annual Return and sign declaration:**
  - b) **To approve Section 2 of the Annual Return and sign declaration:**
  - c) **To agree the accounts for the year ending 31<sup>st</sup> March 2022:**
  - d) **Acceptance of financial report and year end accounts:**
  - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**

- 8) **To decide the date and receive agenda items** for the next Parish Council Meeting: