

# **Sibton Parish Council**

**Members are summoned to the Annual Parish Council Meeting which will be held on Monday, May 15th 2023 in the Peasenhall and Sibton Methodist Meeting Room, Sibton after the Annual Parish Meeting at 7-30pm:**

*Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 13) 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 2023 – 2024 and receive the Chair’s Declaration of Acceptance of Office:**
- 2) **To elect a Vice-Chair for 2023 - 2024:**
- 3) **To appoint a Responsible Finance and Proper Officer for 2023 - 2024:**
- 4) **Co-option of Councillor:**
  - a) To consider any applicants who have applied for the vacancy on the Council:
  - b) To receive the Declaration of Acceptance of Office and to note any declarations of interest if co-opted.
- 5) **To elect Council Appointments for 2023 – 2024 not elected above:**
  - a) **Independent Internal Auditor:**
  - c) **Playing Field:**
  - d) **Village Hall:**
  - e) **Suffolk Association of Local Councils:**
- 6) **Review of Standing Orders:** To consider any changes needed and to adopt the NALC 2022 revised version:
- 7) **Review of Financial Standing Orders:** To consider any changes needed and to adopt the latest NALC version:
- 8) **Adoption of Suffolk Code of Conduct:** To agree to adopt the Suffolk Code of Conduct:

- 9) **Apologies:** To receive any apologies for absence.
- 10) **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:
- 11) **Requests for dispensations:** Consideration of any requests for dispensation.
- 12) **To receive a report** from the County and District Councillors:
- 13) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 14) **To confirm the Minutes** of the Parish Council Meeting held on Monday, March 20<sup>th</sup> 2023:
- 15) **Railings:** Councillors to discuss the Parish's Railings level of repair:
- 16) **Village Sign:** Update on the purchase of a new Oak Post for the Village Sign.
- 17) **Highways and Speeding:** Councillors to discuss Highways.
- 18) **Footpath in Pouy Street:** Councillors to discuss the Footpath.
- 19) **Planning Matters:** To agree and discuss the following planning applications.
- 20) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 21) **Financial Report:**
  - a) **Balances at the Bank on May 12th 2023:** To receive an update on the current financial status.
  - b) **Payments and Receipts:** To review receipts and approve payments:
- 22) **Accounts year ending March 31<sup>st</sup> 2023:** 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 2023:**
  - d) **Acceptance of financial report and year end accounts:**
  - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 23) **To decide the date and receive agenda items** for the next Parish Council Meeting: