

# **Sibton Parish Council**

**A Meeting of the Parish Council was held virtually via Zoom on Monday,  
January 25th 2021 at 7pm.**

## **Present:**

Cllr. A. Dale (Chair); Cllr. A. Candler (Vice-Chair); Cllr. A. Cable; Cllr. S. Lear; Cllr. R. Levett-Scrivener and Cllr. D. Sims:

Cllr. A. Candler chaired the meeting as Cllr. A. Dale and Cllr. S. Lear's Zoom Connection kept freezing and from 7-30pm they attended by telephone.

## **Also Present:**

Paul Widdowson (Clerk) and County and District Cllr. S. Burroughes (left 8pm):

### **1) Apologies:**

There were no apologies.

### **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:**

There were no declarations of interest.

### **3) Requests for dispensations:**

There were no requests for dispensations.

### **4) To receive a report from the County and District Councillor:**

County and District Cllr. S. Burroughes reported that much work was continuing to be done to help families isolating from Covid-19 and he asked councillors to identify any local families who needed help and to tell the local council. He said that those isolating got a 4G mobile phone with big keys so that they can communicate with the outside world.

County and District Cllr. S. Burroughes noted that there had been much flooding and he believed that in future, Suffolk Highways and the Farmers needed to work together over flooding as the water in the fields needed good management in order to reduce unwanted flooding.

County and District Cllr. S. Burroughes said that he had requested speed surveys on the A1120 because it was needed to find out if Heavy Goods Vehicles are using the A1120 and if so – Why and whether they can go elsewhere?





**13) To agree Audit Arrangements:**

It was agreed to ask the Suffolk Association of Local Councils to internally audit the Parish Council's Accounts for 2020-2021.

Proposer: Cllr. R. Levett-Scrivener                      Seconder: Cllr. A. Cable:

**14) To agree Council Risk Assessment Procedures:**

The Parish Council Risk Assessment Procedures were agreed.

Proposer: Cllr. D. Sims:                                      Seconder: Cllr. R. Levett-Scrivener

**15) To agree Council Asset Register:**

The Parish Council Asset Register was agreed with the amendment of the Sign Indicator Device plus one bracket, two batteries and one battery changer.

Proposer: Cllr. R. Levett-Scrivener                      Seconder: Cllr. A. Cable:

**16) New Policies:**

- 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

It was agreed that the Clerk would email these policies to the councillors so they could read them and decide at the next Parish Council Meeting in March.

**17) Current Policies:**

- Equal Opportunities Policy
- Privacy Notice for Residents
- Privacy Notice for Staff and Councillors
- Privacy Notice for New Councillors

It was agreed that the Clerk would email these policies to the councillors so they could read them and decide at the next Parish Council Meeting in March.

**18) To receive information and agenda items for the next Parish Council Meeting on March 29th 2021:**

It was agreed to put Broadband, the Internal Control Statement and Report and the New and Current Policies.

**The Meeting ended at 8-54pm.**