



NOTICE IS HEREBY GIVEN that all members of the Parish Council are hereby summoned to attend the next remote meeting of Great Barton Parish Council which will be held on Monday 4th May 2021 commencing at 7.15 pm. The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published on the website. Members of the public and press are welcome to join the Zoom meeting. Members of the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to 10 minutes duration but may be extended at the discretion of the Chairman. To join this meeting, either as a Councillor or a member of the public, please select the link below and enter the Meeting ID and Password:

<https://us02web.zoom.us/j/81424683454?pwd=SGxvYU1SNW9oejBOUTZ4YVpLZGpsdz09>

Meeting ID: 814 2468 3454 Passcode: 990531 or contact the clerk for further information

To view associated papers/information please use the following web-link:

<http://greatbarton.suffolk.cloud/parish-council/meeting-dates/>

AGENDA

1. PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING

- (a) To elect a Chairman
 - (b) To receive the Chairman's acceptance of office and updated register of members interest form
 - (c) To elect a Vice-Chair
 - (d) To receive any updates to Councillors registers of members interest's forms
 - (e) To appoint a responsible financial officer and internal auditor. Review the terms of reference of the Internal Auditor.
2. Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence
 3. (i) To receive members Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda **no later than when that item is reached** &, when appropriate, to leave the meeting prior to discussion and voting on the item. (ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting
 4. Open public session – 10 minutes
 5. To receive County Councillor's report from Rebecca Hopfensperger
 6. To receive Borough Councillor's reports from Sarah Broughton and Rebecca Hopfensperger
 7. To sign the minutes of the council meeting on Monday 22nd April 2021 to stand as an accurate record of the meeting
 8. (i) Council to consider, approve and sign the Annual Governance and Accountability Return 2020/21 Section 1 The Annual Governance Statement
(ii) Council to consider, approve and sign the Annual Governance and Accountability Return 2021/21 Section 2 The Accounting Statement
(iii) Confirmation of the dates for the exercise of public rights to approve the accounts 14/6 – 23/7/21
(iv) Council to confirm transfer of the underspend of £1453.21 from 2020/21 to small projects reserve

(v) Council to consider the Statement of Variances

9. FINANCE:

- (a) Payment of Accounts
- (b) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, checking of annual and monthly bank reconciliations and any items arising from risk assessments
- (c) Annual review of reserves and earmarks
- (d) War Memorial Grant update – P Reeve
- (e) Consider new waste/dog bins on grassed area outside Holy Innocents Church and on Livermere Road

10. Chairman's and Councillor's Reports

11. Update on Village projects : (i) Resuming face to face meetings (ii) Ownership of land of Mission Church at Conyers Green (iii) Bertuna Close and S106 restrictions

12. Items carried forwards from last meeting: (i) Councillor Maggie Dunn – Is primary school grant application still required? (ii) Cost of land at Maple Green – news from J Churchill MP and from West Suffolk Council re accepting gift of land

13. Good Governance – **CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL'S ANNUAL MEETING:**

- A) Review of nominations to existing committees, appointment of Chairman, their terms of reference, determine if the public can participate, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, notice requirements and quorum (no less than 3) and their delegated arrangements: Planning (agreed that all Councillors will temporarily join planning committee 27/4/20), Suffolk Association of Local Councils representative (1) Village Hall representatives (2) , Bank signatories (4), Neighbourhood Plan Working Group, Personnel (3), Tree Specialist & deputy, Emergency Plan representative (1), Icepits Wood, Finance, the representative for the Edwards and Calthorpe Educational Trust (currently Matthew Parker)and a Safeguarding Officer.
- B) Appointment of any new committees, confirmation of their terms of reference, number of members, determine if the public can participate, place of meeting, notice requirements, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, quorum (no less than 3) and receive nominations to them
- C) Review of the council's and employees memberships of other bodies – Suffolk Association of Local Council's, Community Action Suffolk and Society of Local Council Clerks
- D) Consider renewing by resolution the approval of the use of a variable direct debit to pay the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, Information Commissioners Office (Data Protection), NEST pension scheme, HMRC PAYE, County farms for the lease of land on Green Lane for allotments & lease of land north of Icepits wood. The use of a fixed Standing Order to pay the Clerk's salary
- E) Review of Standing Orders and Financial Regulations
- F) Review of the asset register
- G) Review of insurance cover and comparison against the asset register to confirm Council are adequately insured
- H) Review of council's policies
- I) Review of risk assessments
- J) Confirm the charity they wish to support in accordance with S137 of the Local Government Act
- K) To re-adopt the Suffolk Code of Conduct
- L) Overview of internal audit - effectiveness and scope of the internal audit and internal control
- M) Review of newsletter advertising fees
- N) Review of website accessibility statement
- O) Review of pension provision

14. Correspondence

15. Arrangements for May's planning meeting
16. Arrangements for commemorative plaque on Conyers Green
17. Council's response to planning application for the NE Development ref: DC/19/2456/HYB
18. Items to be carried forward to next meeting: (i) Working party to look at trees in the village (ii) Defensive planting on Conyers Green
19. Closing public session
- 20 . Date of next meeting – Monday 19th July 2021 at 7.15pm. This meeting will be held at the Village Hall if lockdown restrictions are removed.

Linda Harley (CiLCA)
Clerk for Gt Barton Parish Council