



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Notice of Meeting

TO ALL PARISH COUNCILLORS

I hereby give notice that the Annual Meeting of the Parish Council will be held in Blythburgh Village Hall on Tuesday 14th May 2019 commencing at 7:15pm with an open forum, with the Council meeting starting at 7:30pm at the earliest. Your attendance is requested and required.

Signed: J Boggis,

Clerk to Blythburgh with Bulcamp and Hinton Parish Council

Reporting at Meetings. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.

Open Forum (Agenda Item taken by previous Councils Vice Chair A Mackley);

District Councillor Report;

County Councillor Report;

Parishioners chance to raise issues with the Parish Council. Parishioners will be allowed 3 minutes per subject;

AGENDA

19/1. Election of Chair (Agenda Item taken by previous Councils Vice Chair A Mackley)

19/2. Election of Vice Chair

19/3. Agree the Agenda

19/4. To receive Declarations of Interest / Dispensation on any matters on the agenda

19/5. To note and agree apologies for absence

19/6. Appointment of Co-opted Councillors – Discuss and agree way forward

19/7. Appointment of Responsible Finance Officer for financial year 2019-20

19/8. Appointment of Chair and members of the finance advisory group for 2019-20

19/9. Appointment of Chair and members of the planning advisory group for 2019-20

19/10. Appointment of Village Hall Trustees – 2018-19 there were two Trustees

19/11. Appointment of Blythburgh Latitude Trust Trustees – Two Trustees

19/12. Appointment of SALC representative

19/13. Appointment of SPLG representative

19/14. Appointment of Tree Warden

19/15. Appointment of Playsite monitors and agreement of rota.

19/16. Review of delegation arrangements

19/17. Thank you to volunteers who clean Bus Shelters.

19/18. Discuss, Agree and Adopt Updated Standing Orders

19/19. Discuss and Agree way forward – Summons to meeting by e-mail (Standing Order 15)

19/20. Discuss, Agree and Adopt Financial regulations

19/21. Agree and Adopt Financial Risk Assessment

19/22. Agree and Adopt Parish Council Policies

- Policy for dealing with the Press and other Media
- Complaints Procedure
- Safeguarding Children and Vulnerable Adults Policy
- Freedom of Information Publication Scheme

19/23. Discuss GDPR and agree way forward; Policies, Storage, DPO, etc.

19/24. Approve Minutes of Parish Council meeting held on 12th March 2019

19/25. Approve Minutes of Parish Council Special meeting held on 28th March 2019

19/26. Approve Minutes of Parish Council Special meeting held on 1st May 2019

19/27. To receive the Clerk's Report

- 19/28. To receive the report from the planning advisory group
- To consider any planning applications received by 7th May 2019 and determine the Councils attitude to them. See Appendix A.
- 19/29. To Discuss and agree Annual financial statement for 2018-19
- 19/30. To Discuss and complete Annual Governance and Accountability Return (AGAR) 2018/19, Part 2
- Certificate of Exemption
 - Annual Internal Audit Report 2018/19
 - Section 1 – Annual Governance Statement for 2018/19
 - Section 2 – Accounting Statement for 2018/19
- 19/31. To receive the report from the Responsible Finance Officer
- Discuss and agree any payments required of the Council - See Appendix A.
- 19/32. Village Hall Driveway Footpath – Discuss and agree next actions.
- 19/33. Village Hall Management – Discuss and agree next actions.
- 19/34. Vehicle Activated Speed Sign: Report from Cllr Orr-Ewing.
- 19/35. Speedwatch – Update from Cllr Sutton
- 19/36. Village Gateways: Update from Clerk.
- 19/37. Blythburgh Day – Discuss and Agree way forward.
- 19/38. Blythburgh Newsletter (Focus) – Discuss and agree way forward.
- 19/39. Community Emergency Planning: Update from Clerk
- 19/40. Villager of the Year. 2019 competition.
- 19/41. Dates for future meetings – Currently 2nd Tuesday of every other month.
- 19/42. Correspondence – See Appendix A
- 19/42. Councillors Register of Interests – Reminder to complete
- 19/43. Electoral Expenses forms – Reminder to complete
- 19/44. New Councillor Briefing – Reminder this worth attending
- 19/45. To discuss any other matter the Chair will allow

Date of next meeting; Proposal - Tuesday 9th July 2019 commencing with an Open Forum at 7:15pm followed by the Council Meeting starting at the earliest of 7:30pm

Appendix A

Planning Applications; NONE

For details on applications go to <http://planningpublicaccess.waveney.gov.uk/online-applications/search.do?action=simple> and enter reference number.

Payment requested of the Parish Council;

Bus shelter Cleaning Thank You (1/4/2019 to 30/6/19)	£75.00
PAYE – Q1	£377.24 - Clerk
	£94.20 - HMRC

Correspondence; NONE

All covered in Agenda

NOTE;

A PAPER COPY OF THE AGENDA HAS BEEN SENT TO ALL COUNCILLORS AS UNDER CURRENT LEGISLATION SUMMONS BY E-MAIL IS ONLY ALLOWED IF ALL COUNCILLORS AGREE. All reports for Parish Council meeting will be e-mailed to Councillors.