

Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA

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Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

1. Annual Assembly

Time: 7.30pm

May 3rd 2024 at Stanningfield Village Hall

This is not a parish council meeting but is organised by the council.

It is for village groups to come along and let everyone know what has been happening during the year, and to suggest any future projects in our villages.

This will be followed by the

2. Annual Parish Council Meeting

AGENDA

The Press and Public are invited to attend the Bradfield Combust with Stanningfield Annual Parish Council Meeting to be held on May 3rd 2024 at Stanningfield Village Hall immediately after the Annual Assembly

2024/01	Election of Chairman
2024/02	Election of Vice Chairman
2024/03	Apologies for absence
2024/04	Minutes of the Annual Parish Council meeting held on 22 nd May 2023 PAPER 1
2024/05	Chairman's report
2024/06	To complete and sign the Acceptance of Office Declarations
2024/07	To confirm that the Declaration of Interests forms remain as previously signed
2024/08	Statutory Business: a. To confirm that the clerk is also the Responsible Financial Officer b. Appointments on outside bodies: SALC, SCA c. To confirm that the 2024-2025 internal auditor will be reviewed later in the forthcoming year. d. To confirm that Policies and Procedures will be reviewed later in the forthcoming year.
2024/09	To confirm the Bradfield Combust with Stanningfield meeting dates 2024 as July 15 th 2024 (dependent on AGAR), September 9 th 2024, November 11 th 2024

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3. First Ordinary Parish Council Meeting

AGENDA

The Press and Public are invited to attend the First Ordinary Bradfield Combust with Stanningfield Parish Council Meeting to be held on May 3rd 2024 at Stanningfield Village Hall immediately following the Annual Parish Council Meeting

2024/10	CHAIRMANS WELCOME and RECORDING OF MEETING	
a.	To establish whether it is the intention of any person to record the meeting	
2024/11	APOLOGIES FOR ABSENCE	
	a) Apologies for absence b) Council to consent to accept the apologies received	
2024/12	DECLARATIONS OF INTEREST	
a.	To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests: a) Have not already been entered into the register and b) Relate to a matter to be considered	
2024/13	PUBLIC PARTICIPATION	
	Members of the public may speak about specific items on this agenda, providing that the clerk has been notified of the intention to speak and the subject 24 hours prior to the meeting.	
2024/14	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	To receive an update from County Councillor K. Soons	
b.	To receive an update from the District Councillor S Mildmay-White	
2024/15	MINUTES OF THE PARISH COUNCIL MEETING held on March 25th 2024	
a.	To receive and agree the Minutes of the Parish Council meeting held in March 2024 and to authorise the Chair to sign the same.	PAPER 2
b.	Business remaining from the meeting not on this agenda	
2024/16	MATTERS RELATING TO PLANNING	
a.	None at time of Agenda	
2024/18	INSURANCE RENEWAL 2023-2024	
	(i) To consider the insurance policy covers and quotations (x3) obtained by the clerk	PAPERS at 3 to follow
2024/19	MATTERS RELATING TO FINANCE	
a.	To consider and approve the Accounts Payable April/ May 2024	PAPER 4
b.	To authorise the signatories to sign the relevant cheques	
d.	To Receive and Agree the 2023-2024 Quarter 4 Accounting Statement: (i) Payments made (ii) Payments Received (iii) Bank Reconciliation	PAPERS at 5

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	(iv) Budget/ Expenditure	
e.	To Receive and Agree the Annual Governance and Accountability Return 2023-2024 for submission to internal auditor and PKF Littlejohn, and authorise the Chairman to sign: (i) Section 1 Annual Governance Statement (ii) Section 2 Accounting Statements	PAPERS at 6 to follow
f.	To consider Internal Control Statement - Chair & Bank non-signatory to sign	PAPER 7
2024/20	CHAIRMANS ITINERARY, REPORTS and CONSULTATIONS	
a.	<u>Chairmans report:</u> (i) Highways Community Self Help correspondence (ii) Progress report from Cllr A Langan on safeguarding and ownership of the Bradfield Combust Green (iii) Playground repairs ongoing (iv) Update on Plug In Suffolk initiative	PAPER 8 PAPER 9
b.	<u>Clerk & Councillor`s reports</u> (on the night) and correspondence (i) Idea to form a Men`s Shed (Cllr A Clark) (ii) Rubbish at Norse Avenue (Cllr G Broad) reported by resident (iii) Dedicated Parish Council email addresses (Clerk) <ul style="list-style-type: none"> • professional • procedure by ICO in case of data breach (iv) Update on outstanding claim (Clerk) (v) Allotments overgrown (Clerk) (vi) Confirmation of Lawshall Football usage – deferred from last meeting as village hall representative was not present at the meeting.	PAPER 10
2024/21	EXCHANGE OF INFORMATION	
a.	To exchange any relevant information at the discretion of the Chairman	