

NOTICE OF THE ANNUAL MEETING OF HASKETON PARISH COUNCIL
(To be held following the Annual Parish Meeting)

PARISH CLERK – David Keeble
1 Top Street Martlesham Woodbridge Suffolk IP12 4RB
Tel: 0475568637 Email: clerk.hasketon@gmail.com

ON WEDNESDAY 5th MAY 2021
Commencing not later than 6.30pm

This will be a remote meeting (in accordance with current emergency Coronavirus legislation) of Hasketon Parish Council and will commence immediately following the close of the Annual Parish Meeting but not later than 6.30pm.

Details of how to join this meeting have been circulated to the Parish Councillors and other invited individuals. If you wish to join this meeting as a member of the public, please contact the Clerk for joining details (clerk.hasketon@gmail.com or Tel: 07475568637

Public attendance

Members of the public (MOTP) and press are welcome to join the Zoom meeting. MOTP will be invited to speak by the Chairman at the relevant agenda item and are invited to comment and/or give their views or questions on any issues on the agenda or raise issues for consideration or inclusion at future Parish Council meetings. This agenda item is time limited and may be extended at the discretion of the Chairman.

AGENDA

- 1. Election of Chairman**
- 2. Welcome & Introduction.**
- 3. Apologies for Absence.**
- 4. Declaration of Interests.**
- 5. Election of Vice Chairman.**
- 6. Appointment of Parish Council representatives.** (Play area/Amenity area-car parking area/Tree warden/Finance /Planning/ Website/Allotments/Victory Hall liaison/Footpaths/ Emergency Planning/other).
- 7. Minutes of previous meetings;** 11th March 2021, EO meeting 31st March 2021 and EO meeting 29th April 2021 (previously circulated)
- 8. Matters Arising:** 11/3/2021, 31/3/2021 and 29/4/2021
- 9. Invitation for Members of the Public to Speak.**
- 10. Report: County Councillor**
- 11. Report: District Councillor**
- 12. Review and Adoption of Parish Council Policy Documents** (details previously circulated)
 - i - Review and Adoption of Standing Orders.
 - ii - Review and Adoption of Media Policy
 - iii - Review and Adoption of s137 Policy Guidelines
 - iv - Review and Adoption of Codes of Conduct

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- 12. Review and Adoption of Parish Council Policy Documents** (details previously circulated)

Finance:

- v - Review and Adoption of Asset Register.
- vi - Review and Adoption Financial Regulations
- vii - Review and adoption of Finance Monitoring Procedures
- viii - Review and Adoption of Internal Financial Control Statement
- ix - Review and Adoption of Internal control Process
- x - Review and Adoption of Financial Risk and Management Assessment
- xi - Appointment of PCIIr to monitor Finances (A/Cs)

GDPR:

- xii - Data Protection Statement (Website)
- xiii – Data Protection Impact Statement (Website)
- xiv – HPC GDPR Policy (Website)
- xv - HPC Privacy Notice (Website)
- xvi - Subject Access Request Policy and Procedure (Website)
- xvii – Cookies Policy Notice (Website)

General GDPR:

- xviii – Data Protection Disclaimer for Emails
- xix - Consent Form (General)
- xx - Consent Form (Councillors)
- xxi - Privacy Notice (for employees and Councillors)

Allotments:

- xxii – Allotments Consent Notice
- xxiii – Allotments Privacy Notice.

13. Finances:

- a) - i - End of Year Accounts (period 01/4/2020 to 31/03/2021) (attached)
- ii - Adoption of End of Year Accounts
- iii - Approval of Invoices and transfers
- iv - Adoption of Internal Audit Report 2020-21 (if available)
- v - Internal Audit Recommendations
- vi - Approval and Adoption Accounting Statement 2020/21
- vii - Approval and Adoption of Annual Governance Statement 2020/21
- viii – Approval and Adoption of Annual Governance and Accountability Return 2020/21 Pt 2
- ix - Approval of Certificate of Exemption (AGAR 2020/21 Pt 2)

14. b) – Clerk Matters

15. Annual Insurance. (Renewal Documents previously circulated)
Agree and adopt renewal quote from BHIB.

16. Village Amenities and Events. (Annual Reports)

- a) Allotments.
- b) Victory Hall.
- c) Amenity / Car Parking area
- d) Play Area
- e) Bus Shelter
- f) Benches

16. Village Amenities and Events. (Annual Reports)(cont'd)

- g) War Memorial
- h) Tree Management
- i) Grass/Hedge Maintenance
- j) Grit Bins
- k) Footpaths

17. Annual Insurance. (Renewal Details previously circulated)
To confirm acceptance of BHIB annual insurance renewal quote.

18. Highways.

- i - Manor Road traffic issues.
- ii - Potholes and Highway Maintenance
- iii – B1079 (Road Markings)

19. Planning.

- i – Planning Application DC/21/1847/LBC, Listed Building Consent - Alteration to footprint of previously permitted single storey extension to rear and associated alteration works | Lowood Mill Lane Hasketon Suffolk IP13 6JL (previously circulated)
- ii – Updates on previous applications.

20. Quiet Lanes.

21. Local Authority Remote Meetings – Call for Evidence

To consider a submission from HPC.

22. Charitable Donations.

- i – Hasketon Welfare Trust (Hasketon Pantry)
- ii – Other requests

23. COVID -19.

To Consider the Impact locally over the Past Year and the Future Implications for HPC.

24. Correspondence. (List attached)

25. Date of next meeting and close of meeting.

David Keeble
Hasketon Parish Clerk
30th April 2021