



Great Maplestead Parish Council

Members of the Great Maplestead Parish Council you are hereby summonsed to attend the **ANNUAL PARISH COUNCIL MEETING** of **Great Maplestead Parish Council** at the **Village Hall, Great Maplestead** on **Wednesday 4th May 2022 at 7.30pm** for the purpose of transacting the following business:

AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies and reasons for absence**
4. **Allocation of Officer Responsibilities**
5. **Meeting Dates for 2022/23**
29th June, 7th September, 9th November 2022, 11th January, 15th March 2023
6. **Minutes of previous meeting** – Councillors are asked to agree the minutes of the Parish Council meeting held on the 16th March 2022 as a true and accurate account of proceedings of the meeting.
7. **Declarations of Interest** (existence and nature) with regard to items on the agenda. Members of the Council are advised to declare the existence and nature of any 'Disclosable Pecuniary', 'Other Pecuniary' or 'Non-Pecuniary' interests relating to items on the agenda.
8. **County and District Matters** – *Updates and notifications to be received.*
9. **Policies & Standing Orders** - Amendments and adoption of policies and Standing Orders for 2022/23.
 - Standing Orders; Code of Conduct
 - Complaints Procedure; Publications Policy
 - Financial Regulations
 - General Data Protection Regulation – Subject Access Requests Policy
 - Retention, Storage & Destruction of Documents Policy
10. **Officers Reports & Information Exchange** – *No business decisions may be made.*
To include update from Village Playing Field Working Party
11. **Public question time** with respect to items on the agenda and other matters of mutual interest.

Note: When the Council starts to discuss any item on the agenda where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and leave the meeting where appropriate. The **maximum time allowed** for public question time is **10 minutes** or at the Chairman's discretion. At the close of this item members of the public will no longer be able to address the Council except at the invitation of the Chairman; members with Disclosable or Other Pecuniary interests will not be allowed to speak or address the Council on those interests unless a dispensation has been approved.

12. Progress Updates – Clerk to report on actions from the 16th March 2022 meeting.

13. Business Items

- 13.1 BDC Annual Street Cleaning Agreement** - Annual agreement for approval, £847.56 will be paid to the parish from BDC for 2022/23
- 13.2 Village Playing Field Drainage** – To review 3 quotes for installing drainage on southern half of village playing field and approve appointed contractor.
- 13.3 Review & Renewal of Parish Council Insurance Policy** – Recommended continuation of policy with BHIB Insurers. Premium increased to £253.72.
- 13.4 Annual Internal Audit** – To note receipt and consider the findings of the annual internal report.
- 13.5 Annual Governance Statement 2021/22** – To approve the annual governance statement confirming there is a sound system of internal control, including arrangements for the preparation of the accounting statements for the year ending 31 March 2022.
- 13.6 Annual Accounting Statements 2021/22** – To certify that for the year ended 31 March 2022 the accounting statements in the Annual Governance & Accountability Return had been prepared on a receipt and payments basis, following guidance in Governance & Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and presented fairly the financial position of Great Maplestead Parish Council.
- 13.7 Poo Bins** – To consider whether to purchase and provide an additional poo bin within the parish
- 13.8 Footpath Map** – To consider proposal for the creation of a parish footpaths map brochure. Costs and resource to be discussed.

14. Financial Report

14.1 Current bank balances:-

Current account: £22.34 Fundraising account: £16959.44 Reserve account: £6807.04

14.2 Noting of sums received:-

NWB Interest Paid – Mar 2022	.21p
Donation – Great Maplestead WI towards playing field	£250.00
Donation – (Anonymous) Towards playing field project	£10.00
Grant – BDC Councillors Community Grant – Towards playing field drainage	£400.00

14.3 Ratification of payments made:-

DD N-Power Street Lighting Jan 2022	£17.25
DD N-Power Street Lighting Feb 2022	£14.91
DD N-Power Street Lighting Mar 2022	£15.61
OB EALC – Annual Affiliation Fees (EALC £98.21, NALC £22.02)	£120.23
SO Mrs A Crisp – Clerk Salary Jan-Mar 2022	£1624.80

14.4 Bank Transfers made:

From Reserve Account to Current Account	£1650.00
From Reserve Account to Current Account	£120.00

15. Planning

15.1 Application Decisions

- 15.1.1 21/03072/COUPA Byham Hall, Gestingthorpe Rd. Prior approval for the change of agricultural building to a dwellinghouse (class 3) & for associated operational development – change of use to 5 x residential dwellings.** Planning permission required.
Decision date 31 1 22
- 15.1.2 21/03606/HH 7 Stone Cottages, Church Street. Erection of two-storey rear extension, demolition of existing single-storey rear extension to serve as annex. Replacement front porch.** Granted 16 3 22
- 15.1.3 21/03045/FUL Lynwood, Toldish Hall Rd. Demolition of existing detached dwelling & erection of 2 x residential dwellings, landscaping & associated parking.** Granted 17 3 22

15.2 Applications Received

For information only

- 15.2.1 22/01037/NMA 7 Stone Cottages, Church Street. Non-Material Amendment to permission 21/03606/HH. Reduction in size of annex by removal of gable to front and amended access; increase in width if single-storey link by 300mm

16. Correspondence – For notification

17. Content for E-newsletter

18. Items for the Next Agenda

Please note that no decisions can lawfully be made under this item, LGA 1972 section 12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully raise matters for decision.

19. Date of next meeting: Parish Council Meeting 29th June 2022 at 7.30pm



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