

## Great and Little Whelnetham Parish Council

The Parish Councillors of Great & Little Whelnetham are summoned to attend the Annual Council Meeting of the Parish Council on Monday 13 May 2024 commencing at 7.30pm at Great Whelnetham Community Centre.

Public Attendance – the public are welcome to attend this meeting however, if you prefer to email the clerk prior to the meeting at [clerkwhelnethampc@outlook.com](mailto:clerkwhelnethampc@outlook.com) with a question this will be put to the council and you will receive a response by email.

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.

### AGENDA

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| 1. | Election of the Chairperson and Vice Chairperson inc. the signing of the Declaration of Acceptance of Office  | 7.30pm |
| 2. | Apologies –<br>a) Council to receive apologies for absence<br>b) Council to consent to accept apologies received.   | 7.35pm |
| 3. | Declarations of pecuniary and non-pecuniary interests   | 7.36pm |
| 4. | To consider and approve the minutes of the previous meetings of Monday 11 March and the extraordinary meeting held Monday 15 April 2024 (minutes as detailed on website) emailed prior to meeting.  | 7.40pm |
| 5. | Public Forum<br>- Local Transport Group presentation<br>- Chair's report, circulated prior to meeting<br>- County Councillor Karen Soons' report, circulated prior to meeting<br>- Clerk's report, circulated prior to meeting<br>- Questions from the public and those received from the public via email for consideration<br>- Correspondence circulated prior to the meeting: WSC Homelessness Strategy Consultation, WSC Play Inspection report for March & April 2024, thank you letters from Headway & SARS, Cllr KS' Annual report, NHW Crime stats for March 2024, SALC AGM Mon 1 <sup>st</sup> July.      | 7.45pm |
| 6. | Statutory Business<br>a) To confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer<br>b) Consider, review, and approve the following policies: Grant Awarding Policy, Disciplinary Policy, Grievance Policy, Publication Scheme, Equality & Diversity Policy, Health & Safety Policy, Complaints Procedure, Training & Development Policy, Community Engagement Policy, Freedom of Information Policy,<br>c) Review Risk Assessment<br>d) Receive, consider, and adopt the procurement procedure<br>e) Councillors to complete the Register of Interests form | 8.15pm |
| 7. | Planning Applications decided upon by PC since last meeting<br>-DC/24/0392/TCA, Trees in a conservation area notification – one Willow (T1 on plan) three Elm (T2, T3, & T4 on plan) fell; one Yew (T5 on plan) crown lift to three metres above ground level and lateral crown reduction by two metres to western aspect; one Yew (T6 on plan) crown lift to three metres above ground   | 8.30pm |

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|     | <p>level and lateral crown reduction by three metres to northern and western aspect; one Cherry (T7 on plan) crown reduction in height by 2.5 metres and lateral crown reduction to all aspects by two metres. Location, The Forge Cottage, Bury Road, Sicklesmere, IP30 0UB, support.</p> <p>- DC/24/0376/HH, H/holder planning application – a. loft conversion to create habitable space including lifting of eaves, ridge height and increasing chimney height with three dormer windows to front and rear elevations b. single storey side and rear extension following demolition of existing sunroom c. replace existing pitched roof with flat roof on existing plant room. Location, Haversham House, The Street, Little Whelnetham, IP30 0DA</p>   |        |
| 8.  | <p>Finance</p> <ul style="list-style-type: none"> <li>a) To receive and approve the Statement of Accounts for year ending 31 March 2024</li> <li>b) To confirm SALC as internal auditor for 2024-2025</li> <li>c) To confirm PKF Littlejohn as external auditor for 2024-2025</li> <li>d) To receive and approve the Internal Control Statement for Jan – March 2024</li> <li>e) Payments since last meeting and bank reconciliation</li> <li>f) To receive and approve the bi-monthly statement and cheques to be issued</li> <li>g) Online banking application</li> <li>h) Confirm receipt of precept for 2024/25</li> <li>i) Confirm receipt of WS Cllr Karen Soon’s Locality Budget of £500 for fencing</li> <li>j) To receive, consider and approve new model Standing Orders and Financial Regs documents</li> </ul> | 8.35pm |
| 9.  | <p>Council to consider</p> <ul style="list-style-type: none"> <li>a) Water Lane development</li> <li>b) Parish council survey</li> <li>c) Publicity and social media</li> <li>d) Playground fencing</li> <li>e) Streetlighting between Community Centre and school</li> </ul>  | 8.50pm |
| 10. | Matters for consideration at next meeting  | 9.20pm |
| 11. | Close of meeting   | 9.25pm |
| 12. | Date of next meeting, Wednesday 26 or Thursday 27 June 2024 to receive and approve the Annual Internal Audit Report for the year ending 31 March 2024 as produced by the Council’s appointed internal auditor  |        |

Elaine Gorman  
Clerk  
08.05.24