



The Parish Councillors of TATTINGSTONE PARISH COUNCIL are summoned to attend the Parish Council Meeting on Monday 13 May 2024 commencing at 7.30pm at Tattingstone Village Hall.

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.

The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in person may submit written representations on issues to be covered in the agenda or items in general which will be noted for further consideration.

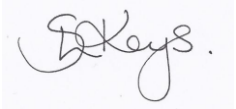
All associated papers for the meeting can be found [here](#).

## AGENDA

01	OPENING INCLUDING STATEMENT	CHAIR
02	Election of Chair inc. signing of the Declaration of Acceptance of Office for the position	CHAIR
03	Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office for the position	CHAIR
04	APOLOGIES FOR ABSENCE a) Council to receive apologies for absence b) Council to consent to accept apologies received	CLERK
05	DECLARATIONS OF INTERESTS a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct b) To receive notification of gifts of hospitality exceeding £50 c) To receive requests for dispensations	ALL
06	MINUTES a) To consider and approve the <a href="#">minutes</a> of the previous Parish Council meeting held on 08 April 2024	CHAIR
07	CLERK'S REPORT – <a href="#">SEE PAPER 1</a> a) To review progress towards actions identified in the previous meeting b) To receive the reports of items actioned under delegated powers c) To receive items of correspondence and agree actions necessary d) To receive an update from the Clerk on any other Council issues	CLERK
08	REPORTS FOR INFORMATION – to receive written reports for information only: a) County Councillor - Simon Harley b) District Councillor – Daniel Potter	CHAIR
09	PUBLIC FORUM a) To receive questions and matters of concern from members of the public in attendance on the agenda submitted	CHAIR
10	STATUTORY BUSINESS a) Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Finance Officer as part of her contract of employment b) Councillors to reconfirm appointments outside bodies and parish appointed positions c) To review and adopt the latest version of <a href="#">Standing Orders</a> for Tattingstone Parish Council d) To review and adopt the latest version of <a href="#">Financial Regulations</a> for Tattingstone Parish Council	CLERK

11	<p>FINANCE</p> <p>a) To note and approve the balance of accounts as at 30 April 2024: Lloyds Account: £46,741.44 Barclays Current account: £5.60 Barclays Deposit Account: £3229.01</p> <p>b) To note any accounting spot check undertaken by Cllr Page – completed in April 2024</p> <p>c) To approve the accounts paid since the last meeting, the accounts awaiting payment including those coming forth and the receipts allocated since the last meeting (<b>PAPER 2</b>)</p> <p>d) To note the CIL report for April 2024 including nominal sums for potential CIL expenditure for the coming year (<b>PAPER 3</b>)</p> <p>e) To receive the Bank Reconciliation for the period ending 31.03.24 (<b>PAPER 4 – to follow</b>)</p> <p>f) To receive and approve the <a href="#">Asset Register</a> for the year ending 31 March 2024</p> <p>g) To consider and approve the completion of the Annual Governance Statement (section 1) for the year ending 31 March 2024 as per the Annual Governance and Accountability Return (AGAR) – <b>PAPER 5 – to follow</b>)</p> <p>h) To consider and approve the Accounting Statements for the year ending 31 March 2024 as transposed onto the AGAR – (<b>PAPER 6 – to follow</b>)</p> <p>i) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2024-25 (<b>PAPER 7</b>)</p> <p>j) Council to confirm, in accordance with FR 6.9 &amp; 6.10 its acceptance for the use of BACS (Bank transfer) for the settlement of its invoices/requests for payments, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are report to the Council has having been made.</p> <p>k) To review the quote for 3x Noticeboards for Village bus shelters (<b>included in Clerk's Report</b>)</p>	RFO
12	<p>PLANNING MATTERS</p> <p>a) To consider and agree response to the following planning matters relating to Tattingstone None.</p> <p>b) To note the following decision notices received: <a href="#">SCC/0105/22BS</a> Brockley Wood Land off A12 Belstead Suffolk IP8 3JS Extraction, processing and sale of sand and gravel, processing of inert waste materials with associated plant and related sales, access works, phased restoration using inert recovered materials and aftercare plan APPROVED</p>	CHAIR
13	<p>VILLAGE MATTERS</p> <p>a) To report village matters of concern to the Clerk.</p> <p>b) To receive items for information only from parish council appointed representatives on outside bodies / groups</p>	SP AM
14	<p>GRASS CUTTING AT PLAYING FIELD (<b>PAPER 8</b>)</p> <p>a) To receive paper and recommendations from the Clerk ref. grass cutting contract in Tattingstone</p> <p>b) To consider/agree next steps as necessary</p> <p>c) To approve payment of grass cutting funds directly to Playing Field Committee</p>	CHAIR
15	<p>DATES OF FORTHCOMING MEETINGS – all taking place at Tattingstone Village Hall</p> <p>a) Parish Council meeting – Monday 03 June 2024, 7.30pm</p>	CHAIR
16	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed:</p> <p>a) To receive an update on the process to recruit a new Clerk/RFO</p>	

Signed:

A handwritten signature in black ink on a light blue rectangular background. The signature reads "S Keys." with a period at the end.

**Sarah Keys** Clerk to the Council