

COCKFIELD PARISH COUNCIL

Members of the Council:

You are hereby summoned to the **Extraordinary Meeting of the Parish Council which will be held in the Village Hall on Thursday 25 May 2023 at 7.00pm until 7.30pm** for the purpose of transacting the business below.

Members of the public:

Members of the public are welcome to attend the meeting and may address the Council, during the Public Participation Session, Item 4 on the agenda.

Reporting on Meetings

Except where members of the public have been excluded due to the confidential nature of the business, any person is normally able to film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions.

AGENDA

1. **To receive any apologies for absence.**
2. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
3. **To approve the minutes of the Annual Meeting of the Parish Council held on 11 May 2023.**
4. **Public Participation Session: (5 minutes).**
 - 4.1 Public comment.
5. **Finance:**
 - 5.1 To authorise Payments as presented and to note Income received.
 - 5.2 To authorise the following expenditure for training/conferences, totalling £381:
 - 5.2.1: Tree Wardens Conference (2 places @ £15 each) = £30
 - 5.2.2: New Councillor Basics Training Modules (3 delegates @ £60 each) = £180
 - 5.2.3: Introduction to Planning E-Learning (3 delegate @ /£17 each) = £51
 - 5.2.4: Chairing & Leadership 4 Modules (£30/module) = £120
6. **Financial Governance - AGAR:**
 - 6.1 To review the systems of internal control & take action as appropriate and in compliance with the Accounts & Audit Regulations 2015, to approve the completion of Section 1 of the Annual Return – “Annual Governance Statement 2022/23” for Cockfield Parish Council.
 - 6.2 To approve Section 2 of the Annual Return – “Accounting Statements 2022/23” for Cockfield Parish Council.
7. **Neighbourhood CIL: (if time permits and quotations available)**
 - 7.1 To review and authorise a proposal from Cllr Morley to provide a permanent water supply to the Glebe Land Allotments.

COCKFIELD PARISH COUNCIL

8. Correspondence:

To consider the correspondence received and to agree any appropriate actions.

- 8.1: Letter dated 2/05/23 (received 12/05/23) containing SDLT12 Notice from HM Revenue for a late submission of the LTR and demanding a penalty of £100. Clerk has submitted an Appeal against the penalty and enclosed a letter from our Solicitor.
Email dated 12/05/23 from Arthur J Gallagher, containing revised Insurance Renewal Quotation.
Letter dated 12/05/23 from Barclays Business Team enclosing a Mandate Change Request Form. Signatures and personal details returned to the Bank.
Email dated 15/05/23 from 20splenty Team offering Webinars regarding the Campaign for 20mph speed limits in Suffolk. – circulated to Cllrs.
Email 15/05/23 from BMSDC Infrastructure Team enclosing CIL Bid Offer Letter for Bus Shelter. Clerk to submit claim to BMSDC.
Email 18/05/23 from District Cllr Maybury confirming that BMSDC Public Realm would be removing the rubbish deposited at the Old Stone Pit behind Crowbrook Place.

9. Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting

June: Review & adoption of Emergency Plan
Community Led Planning update from Elizabeth Ling

July: Review amendments to Standing Orders & Financial Regulations
Review of Clerk's Salary

10. Next Meetings:

The next Ordinary Meeting of the Parish Council will be held on Thursday 29th June 2023 at 7.30pm in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall (Main Hall) on 27th July, 21st September, 26th October and 30th November 2023, 25th January, 29th February & 28th March 2024.



Parish Clerk:

Address:

Tel:

E-mail:

Steve Ball, Proper Officer of the Council
Green Ridge, Howe Lane, Cockfield, Bury St
Edmunds, Suffolk IP30 0HA
01284 828987
parish.council@cockfield.org.uk