



# LAXFIELD PARISH COUNCIL



Nick Woodhead  
Parish Clerk  
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2 Myrtle Cottages  
Mill Road, Badingham  
Woodbridge, Suffolk  
IP13 8LQ

## PARISH COUNCIL MEETING

Monday, February 11th, 2019 in the Parish Room at 7.30pm

Councillors are duly summoned to attend the statutory meeting of the council to transact the business detailed below.

Nick Woodhead, Parish Clerk

### OPEN FORUM

- Members of the public are invited to give their views or question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman, before the start of the meeting. This item will be limited to 15 minutes.
- To receive reports from district and county councillors.

### AGENDA

**1. Apologies and approval of absences**

Already received from Cllrs Larke, Peachey and Simmonds.

**2. Declarations of interest**

**3. Membership**

Application for co-option. (Circulated)

**4. Minutes of the January council meetings**

- a. Full council meeting, January 14<sup>th</sup>
- b. Extraordinary council meeting, January 30<sup>th</sup>

**5. Planning**

a. To note the following decisions by Mid Suffolk District Council.

**18/05546** 34 Mill Road, Laxfield. Creation of a new vehicular access. Application approved.

**18/04481** The Timbers, Banyards Green, Laxfield. Erection of a single storey dwelling. Application withdrawn.

**17/06283** Land On West Side Of, Bickers Hill Road, Laxfield. Investigation by Enforcement Officer into removal of trees and hedges.

b. To consider the following application as requested by MSDC:

**19/00166** Former Laxfield Sewage Treatment Works, Vicarage Road, Laxfield. Erection of a cart lodge.

**6. Finance**

- a. 19/02/01 Authorise electronic payments and income as listed in Register of Payments. (Circulated).
- b. 19/02/02 Bank reconciliation to December 31st. (Circulated.)
- c. 18/09/04 Authorised bank signatories – PC and VH accounts.
- e. 19/02/03 MSDC confirmation of precept demand. Clerk.

**7. Playing Field/Children's Play Area**

- a. 17/09/03 Second repair works.
- b. 19/02/04 Inspection. (Circulated)
- c. 19/02/05 S106 monies available for recreation ground project. Clerk/Chairman.

**8. Village Hall**

- a. 19/01/05 Inclusion in laxfieldonline website. (Clerk)
- b. 19/01/06 Proposed use of 'cash back sites'. (Clerk)

**9. Neighbourhood Plan**

- a. 19/01/07 Working group update, including Framlingham Road site. Cllrs Innes.
- b. 19/02/06 Mission Statement and Terms of Reference. Clerk.
- c. 19/02/07 Budget update. Information required prior to submission by clerk to Groundworks of 'Under Grant Report'.
- d. 19/02/08 Mid Suffolk Draft Housing Land Supply. (Circulated). Clerk.

**10. Promotional material**

- a. 18/10/06 Village map. Working party progress. Cllr Boulton.

**11. Roads, Footpaths, Infrastructure, Green Areas**

- a. Broken dog bin, Mill Road. Chairman.
- b. 18/10/07 Dog fouling in the churchyard signs. Chairman.
- c. 19/01/10 Parking outside primary school. Clerk.
- d. 19/02/09 Street lighting maintenance. Clerk.

**12. Village events 2019**

- a. 19/01/11 Laxitude. Clerk.

**13. Election**

- a. 19/01/13 SALC election course for clerk. Action for parish councillors. (Circulated)

**14. Policies and Procedures**

Approve the parish council's internal controls to ensure it conducts its business in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and is used economically, efficiently and effectively.

(2018 documents circulated in advance of the meeting):

- a. 19/02/10 Code of Conduct
- b. 19/02/11 Complaints and Grievance Procedure
- c. 19/02/12 Equality Policy
- d. 19/02/13 Financial Regulations
- e. 19/02/14 Financial Risk Assessment
- f. 19/02/15 FOI Requests Policy
- g. 19/02/16 Health & Safety Policy
- h. 19/02/17 Internal Controls
- i. 19/02/18 Standing Orders
- j. 19/02/19 Open Media Policy
- k. 19/02/20 Publication Scheme

**15. Insurance**

- a. 19/01/14 Injury sustained doing parish council work. (Clerk/Chairman)

**16. Parish Clerk vacancy**

- a. 19/01/17 Interest so far
- b. 19/01/18 Advertising strategy

**17. Annual Parish Meeting**

- a. Earlier date. April 8<sup>th</sup>, 2019.

**18. Date of next meeting**

- a. Monday, February 11th, 7.30pm in the Parish Room.

If you would like to attend a parish council meeting please come along. Alternatively if you would like to raise a matter of concern please do not hesitate to contact the parish clerk or a member of the council.

**Nick Woodhead (Parish Clerk)**

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