



Wickham Skeith Parish Council

1st March 2021

Members of Wickham Skeith Parish Council are hereby summoned to attend the next meeting of the Council, to be held **by video conference call on Monday, 8th March 2021 at 8.00 pm**. The public and press are hereby notified of the meeting and are invited to dial in to the meeting.

Joining instructions: go to: <https://us04web.zoom.us/j/3186857289> Meeting ID: 318 685 7289 Passcode: WSPC2020! Email the Clerk at wickhamskeithpc@hotmail.com if you have queries about how to join the meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7th May 2021.

The Council, members of the public and press may record/film/photograph or broadcast this meeting, when the press and public are not lawfully excluded. At the Village Forum agenda item, the public will be invited to give their views/questions to the Parish Council on issues on the agenda, or raise issues for inclusion at future meetings. This item will be generally limited to 15 mins. duration and will be followed by any

Signed

Huw Roberts
Proper Officer

AGENDA

1. Chairman's Welcome (to include apologies and approval of absences)
2. a). To receive members' Declarations of Interest on Agenda items
b). To consider requests for dispensations.
3. To resolve that the minutes of the meeting of the Council held on 8th February 2021 are accurate.
4. Village Forum: an opportunity for the public to raise any relevant issues to the Council.
5. To receive reports from County and District Councillors, Police, Parish Clerk and Parish Councillors:
 - 5.1. SCC: Cllr Stringer
 - 5.2. MSDC: Cllr Warboys
 - 5.3. Parish Clerk (including Police report)
 - 5.3.1. Update on actions from the last meeting, and to consider any actions arising
 - 5.3.2. To consider membership of the Public Sector Geospatial Agreement
 - 5.3.3. To publicize the upcoming census on 21st March
 - 5.4. Parish Councillors, including:
 - 5.4.1. Community Speed Watch
 - 5.4.1.1. To consider the re-positioning of the Speed Indicator Device post.
 - 5.4.2. General Data Protection Regulation
 - 5.4.3. Community Emergency Plan, including Covid-19 emergency
 - 5.4.4. Defibrillator
6. Correspondence Received
7. Finance
 - 7.1 To receive report from the RFO on the financial position as at 28th February 2021.

Clerk: Huw Roberts, 3 Castle Road, Hadleigh, Suffolk, IP7 6JH T: 0777 180 8677
E: wickhamskeithpc@hotmail.com W: <http://wickhamskeith.suffolk.cloud>

Parish Council: **Chair:** Tim Thorogood 01449 766757 **Parish Councillors:** Kevin Knights 01449 767708, Tom Rowe 0207 4578711, Richard Palmer 01449 766484



- 7.2 To review and approve the Internal Accounts Audit and Control Document for the current financial year, and to agree to submit the Certification of Exemption for External Audit.
 - 7.3 To consider and agree the appointment of the Internal Auditor for the upcoming audit.
 - 7.4 To review and agree the Risk Assessment for the next financial year (2021/22).
 - 7.5 To review the level of Fidelity Guarantee insurance.
 - 7.6 Invoices for Approval
- 8 Policies and procedures
- 8.1 To review and adopt the Standing Orders
 - 8.2 To consider and adopt the proposed policies and procedures:
 - 8.2.1 Data Protection Policy
 - 8.2.2 Document and Data Retention policy
 - 8.2.3 Subject Access Request Policy
 - 8.2.4 Personal Data Audit Questionnaire
- 9 Planning Matters: to consider planning applications and note planning decisions received.
- 9.1 To note the Local Planning Authority decision notice for DC/21/00399 – no objection.
Location: Homeleigh, The Broadway, Wickham Skeith, Eye Suffolk IP23 8LX
 - 9.2 To note the Local Planning Authority decision notice for DC/21/00020 – planning permission granted. Location: Minglewood, The Entry, Wickham Skeith, Eye Suffolk IP23 8LY
- 10 Working Parties:
- 10.1 Village Green
 - 10.1.1 To consider possible next steps in establishing ownership of the village green.
 - 10.2 Grimmer Fishing
- 11 Matters for next agenda
- 12 Next Meeting: Annual Parish Meeting to be followed by Annual Meeting of the Council.
- 12.1 To note the current position on face to face and remote meetings.
 - 12.2 To agree the date of the Annual Parish Meeting and Annual Meeting of the Council.
 - 12.3 To consider an upgrade to Zoom Pro.

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