

CONEY WESTON PARISH COUNCIL

<https://coneyweston.suffolk.cloud/coney-weston-parish-council/>

AGENDA

Under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summoned to attend the meeting of Coney Weston Parish Council to be held by videoconference, on **Thursday 4 March 2021 commencing at 7.00pm** for the purpose of transacting the following business:

THIS VIDEO-CONFERENCE MEETING IS OPEN TO THE PRESS AND PUBLIC

COUNCILLORS AND PARTICIPANTS:

Join this meeting (ideally 3 mins beforehand) by pasting the following link into your browser:

<https://us02web.zoom.us/j/87377551567?pwd=cGtlM2prQkNNOEtzd2JJa1lsaE5iUT09>

Or by phone on 0203 481 5237/5240

You can also gain access by downloading the Zoom app into your browser and entering the following meeting ID and passcode:

Meeting ID: **873 7755 1567** and Passcode: **805 465**

Members of the public are welcome to join the meeting. Members of the public can only speak at point 4 and then at a specific agenda item if raised at section 4 of the meeting. Raise your hand at section 4 and the Chair will then introduce you at the appropriate agenda item.

To ensure the meeting works the public should mute their microphones whilst the meeting is in progress unless you are speaking.

The meeting will be recorded for minute purposes. Please advise us if you are recording the meeting.

Councillors – please raise your hand when you want to speak, all Councillors will be given opportunity to speak on the agenda items.

1. Record Councillors' apologies for absence.
2. Declarations of interest.
3. To approve the draft minutes of the last Parish Council meeting (25 January 2021).
4. Scheme of public speaking (public participation about **a specific agenda item**).
5. County Councillor's report.
6. District Councillor's report.
7. **Flooding in Village** – an update

8. **Councillor's Reports**

- 8.1. Website, Facebook Page and Publicity
- 8.2. Planning and New Residents
- 8.3. Village Groups liaison, Neighbourhood Watch liaison, Volunteer Group
- 8.4. Admin, Finance and Policies
- 8.5. Playing Field liaison
- 8.6. Highways, Hedges and Footpaths, Speed device
- 8.7. Defibrillator, Volunteer Group

9. **Financial Report and Draft Budget**

- 9.1. To review income and expenditure from 1 April 2020 to 28 February 2021 against budget and to confirm that the bank reconciliation agrees with the bank statements and sign off.
- 9.2. Sign off payment schedule and authorise payments:
 - 9.2.1. Clerk - salary for the months of January and February 2021- £352.02
 - 9.2.2. HMRC - personal tax payment for Clerk for the above months - £88.20
 - 9.2.3. Clerk - expenses toner replacements - £7.99
 - 9.2.4. ICO - payment for the year 5 March 21 – 4 March 22 - £35
 - 9.2.5. Cllr Hogg – reimbursement for Zoom subscription payment - £14.39
 - 9.2.6. Cllr Mihr – reimbursement for purchase of replacement batteries for speed device - £45.13

10. **To note Clerk's use of Scheme of Delegated Authority, Section 1 for item 9.4.6 above**

11. **To approve Clerk's extra hours** - 6 hours for the months of January and February 2021

12. **To review progress in addressing actions arising from 2019/20 Internal Audit**

13. **Internal Audit for 2020/21** – to discuss and agree appointment of Internal Auditor based on quotes received.

14. **Emergency Plan** – to discuss suitability of draft Emergency Plan.

15. **General Data Protection Regulations** – to review, finalise and adopt the following:- - a) General Privacy Notice - b) Document and Data Retention Policy - c) Data Protection and Information Management Policy

16. **Parish Council Employment Policies** – to review, finalise and adopt the following policies, to be published on the Parish website:- - a) Homeworking Policy - b) Expenses Policy - c) Sickness Absence Policy - d) Equal Opportunity Policy

17. **Risk Assessment Plan** – to review, agree and adopt Risk Assessment Plan.

18. **Bowls Club grant** – to discuss and agree KPIs to be met to finalise release of second part of grant of £2,443 previously conditionally approved by Council on 3 August 2020.

19. **Parish Council publicity including reports of meetings for the Parish Magazine** – to consider and agree basic principles

20. Thetford Road Village Green Project

- 18.1. to approve the quote of £1,550 from C&C Fencing, to carry out the work of installing the low-level fence.
- 18.2. to approve that the balance of the initial project costs up to a maximum value of £690 will be funded by the Parish Council.
- 18.3. to note that the ongoing maintenance of the project will be the responsibility of the Parish Council.

21. Correspondence received and matters for Council's attention since publication of the agenda (for information only).

22. Date of next Parish Council Meeting to incorporate the Annual Meeting of the Council – **Tuesday 4 May 2021.**

Andrea Morris, Clerk

The payments listed on the agenda should show the net amount, the VAT amount and the total amount and include a sufficiently detailed description of the item

AMENDMENTS TO MINUTES OF 25 JANUARY:

Item 6 – wording changed from ‘older villagers’ to ‘residents who had lived a long time in the village’

For the minutes:

That (1) having secured the consent of the landowners, a kick fence, bench and planters be erected, as shown in the circulated plan, on the grassed areas outside the bungalows in Thetford Road; (2) the quote from of £.... to carry out this work [erect the fence] be accepted; (3) funding contributions of £.... from County Councillor Spicer and £.... from District Councillor Smith be accepted; (4) the balance of the project costs and the on going maintenance costs being funded by the Parish Council.