

**HASKETON PARISH COUNCIL**  
PARISH CLERK Stephen LECKIE  
13 Croutel Road, Felixstowe, Suffolk, IP11 7EF.  
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**NOTICE OF THE ANNUAL MEETING OF HASKETON PARISH COUNCIL**  
**(To be held following the Annual Parish Meeting)**  
**on Thursday 11<sup>th</sup> May 2023 at (Approx.) 6.30 pm**

**Public attendance**

Members of the public (MOTP) and press are welcome to attend this meeting. MOTP will be invited to speak by the Chairman at the relevant agenda item and are invited to comment and/or give their views or questions on any issues on the agenda or raise issues for consideration or inclusion at future Parish Council meetings. This agenda item is time limited and may be extended at the discretion of the Chairman.

**AGENDA**

1. **Election of Chairman & signing of Declaration of Acceptance of Office** (if required):
2. **Welcome & Introduction:**
3. **Apologies for Absence:**
4. **Declaration of Interests:**
5. **Election of Vice Chairman:**
6. **Welcome to the Re-elected Parish Councillors & signing of Declaration of Office** (if required):  
Completion of expenses /ROI reminder.
7. **Appointment of Parish Council representatives:** (Play area/car parking area/Tree warden/finance /planning/ website/allotments/Victory Hall liaison/footpaths/ other).
8. **Minutes of previous meetings:** 9<sup>th</sup> March 2023 (previously circulated)
9. **Matters Arising:**

**OUSTANDING FROM PREVIOUS**

**Item 11 – Planning**

- (ii) Meeting with Head of Planning – Update.
- (iii) ESPA – Meeting update [Advised by Chairperson of HPC support]
- (iv) EB set up link to Dr Dan Poulter. Articles forwarded for information and future distribution.

**Item 12 – Village amenities**

**(ii) Play Area Report**

- a) Repainting - IW
- b) SD- stated proposed subgroup still to meet and progress /ongoing– [SD,SL,NF,IW]

**(iii) Victory Hall - IW – Footpath quotes not resolved to date.**

Further quotes to be obtained regarding car park area.

- a) New Dishwasher update.

**(v) Amenity/Car Park area**

- a) Quotes- IW to chase quotes from local contactor assisted by NF.

Litter picking update - SL

**Item 13**

Email chains forwarded to County Councillor by SL and chain of action formed regarding water issues and potholes.

**AGENDA ITEMS**

**Item 9. Finance**

- i) All invoices paid
- iv) Audit Arrangements 2022-23 now in place.

**ACTION – Clerk**

**10. Invitation for Members of the Public to Speak:**

**11. Report: County Councillor**

**12. Report: District Councillor**

**13. Planning:**

**a.i. To Consider Planning Application: DC/23/1324/FUL**

**Proposal: Residential conversion of redundant agricultural barn - amendment to existing approval 22/4231**

**Site address: Barn At, Oak Tree Farm, Chimney Pot Lane, Hasketon, Woodbridge Suffolk.**

**Further information can be found at:**

[DC/23/1324/FUL | Residential conversion of redundant agricultural barn - amendment to existing approval 22/4231 | Barn At Oak Tree Farm Chimney Pot Lane Hasketon Woodbridge Suffolk IP13 6JH \(eastsuffolk.gov.uk\)](#)

**a.ii. To Consider Planning Application: DC/23/1458/VOC**

**Proposal: Variation of Condition 2 of DC/21/4057/FUL - Side and rear extension - The extension work has reduced in size. Drawings referenced to be updated.**

**Site address: 13 Tymmes Place, Hasketon, Suffolk, IP13 6JD.**

**Further information can be found at:**

[DC/23/1458/VOC | Variation of Condition 2 of DC/21/4057/FUL - Side and rear extension - The extension work has reduced in size. Drawings referenced to be updated | 13 Tymmes Place Hasketon Suffolk IP13 6JD \(eastsuffolk.gov.uk\)](#)

**14. Review and Adoption of Parish Council Policy Documents (To be selected)**

DOCUMENTS ON WEBSITE

- i) Standing Orders.
- ii) Media Policy
- iii) Codes of Conduct
- iv) s137 Policy Guidelines

Finance:

- v - Review and Adoption of Asset Register.
- vi - Review and Adoption Financial Regulations
- vii - Review and adoption of Finance Monitoring Procedures
- viii - Review and Adoption of Internal Financial Control Statement
- ix - Review and Adoption of Internal control Process
- x - Review and Adoption of Financial Risk and Management Assessment

GDPR:

- xi - Data Protection Statement (Website)
- xii – Data Protection Impact Statement (Website)
- xiii – HPC GDPR Policy (Website)
- xiv - HPC Privacy Notice (Website)
- xv - Subject Access Request Policy and Procedure (Website)
- xvi – Cookies Policy Notice (Website)

General GDPR:

- xvii – Data Protection Disclaimer for Emails
- xviii - Consent Form (General)

- xix - Consent Form (Councillors)
- xx - Privacy Notice (for employees and Councillors)

**Allotments:**

- xxi – Allotments Consent Notice
- xxii – Allotments Privacy Notice.

**15. Finances:**

- i - End of Year Accounts (period 01/4/2022 to 31/03/2023)
- ii - Adoption of End of Year Accounts
- iii - Approval of Invoices and transfers
- iv - Internal Audit Report /AGAR 2022-23
- v - Nomination of PCllr to monitor Accounts.
- vi - Clerk matters - O2 Billing
- vii - To Review and Adopt the Earmarked Reserves (Refer 2023/24 Budget)
- viii - Approve and Adopt the Ancillary Documents 2022-23 (circulated)
  - a) List of items exceeding £100
  - b) Explanation of Variances
  - c) Bank Reconciliations
- xiv - Precept Payment 2023/24

**16. Village Amenities and Events. (Annual Reports)**

- a) Allotments.
- b) Victory Hall.
- c) Amenity / Car Parking area
- d) Play Area
- e) Bus Shelter
- f) Benches
- g) War Memorial
- h) Tree Management
- i) Grass/Hedge Maintenance
- j) Grit Bins
- k) Footpaths

**17. Annual Insurance:**

Agree and adopt renewal quote from BHIB.

**18. Highways:**

**19. Rewilding update:**

**20. Correspondence.**

**21. New Email issues: Suffolk Cloud**

**22. Date of next meeting(s) and Close.**

Steve LECKIE, Hasketon Parish Clerk

Date. 1<sup>st</sup> May 2023.