

BECK ROW, HOLYWELL ROW & KENNY HILL PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

To: Parish Councillors of Beck Row, Holywell Row & Kenny Hill Parish Council

You are duly summoned to attend the next meeting of Beck Row, Holywell Row & Kenny Hill Parish Council to be held at 7.30pm on Tuesday 14th May 2024 at Beck Row Parish Hub, 82 Holmsey Green, Beck Row, IP28 8AP

Public Attendance

Members of the public and press are welcome to attend. At item 10, the public will be invited to give their views/question the Parish Council on issues **on the agenda** or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration and will be followed by any County/District Councillors' or Police reports.

The Openness of Local Government Bodies Regulations 2014

The council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

AGENDA

WELCOME

- 1) **Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office for the position.**
- 2) **Nomination for and Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office.**
- 3) **Apologies and acceptance for absence.**
- 4) **Council to note Jane Spenser, Parish Clerk as Proper Officer**
- 5) **Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer as part of her contract of employment.**
- 6) **To appoint a delegate to meetings of Suffolk Associations of Local Councils**
- 7) **To receive member's declaration of interest and dispensations relating to items in this agenda.** *In accordance with Section 31 of the Localism Act 2011, members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda.***
- 8) **To resolve that the minutes of the meeting of the council held on Tuesday 9th April 2024 are a true and correct record.**
- 9) **Progress Reports for information:**
 - a. Chair's report
 - b. Clerk's progress report on previous agenda items
 - c. The Beacon – Councillor French
- 10) **Public participation session (15 minutes)**

Representation from electors of the Parish (Maximum time of 3 minutes per person relating to Agenda items only)

Followed by reports from Police, District and County Councillors.

- a. Squadron Leader Andy Bell – RAF Mildenhall
- b. Councillor Colin Noble – Suffolk County Council
- c. Councillor Don Waldron – West Suffolk Council
- d. PS Pete Maxfield - Community Police Sergeant

11) Planning matters

DC/24/0425/OUT – Outline planning application (all matters reserved) – one dwelling.
Land at 3 Parkside, Beck Row.

12) Governance and Finance:

(All items a-h are issued under Appendix F)

- a. To receive, approve and sign the annual accounts for the Parish Council
- b. To receive, approve and sign the annual accounts for the Parish Hub
- c. To receive and note the Annual Internal Audit Report (page 3 of 6)
- d. To consider, approve and sign the Effectiveness of Internal Audit
- e. To consider, approve and sign the Annual Financial Risk Assessment
- f. To consider, approve and sign the Annual Governance Statement (Section 1) 2023/24
(page 4 of 6)
- g. To consider, approve and sign the Accounting Statements (Section 2) 2023/24
(page 5 of 6)
- h. To note that the RFO (Clerk) has set the period for the Public Rights of Unaudited Annual Governance and Accountability Return.

To receive and approve the following -

- h. Bank reconciliation
 - i Parish Council appendix A
 - ii Parish Hub appendix B
 - iii Parish Council savings account appendix E
- i. To authorise payments
 - i. Parish Council appendix C
 - ii. Parish Hub appendix D

13) To discuss the Bird In Hand Public House, Asset of Community Value

14) To discuss acquisition of land at Holywell Row

15) To discuss and finalise event plan for Family Fun Day - 8th Jun 2024

16) Items for consideration for inclusion on the next agenda

17) Date of next meeting

To confirm the date of the next meeting, scheduled for Tuesday 11th Jun 2024.

J.Spenser

Jane Spenser
Clerk to the Council

9th May 2024