

BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed
Clerk: Tina Newell
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All Parish Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend an ordinary meeting of the Parish Council on **Monday 6th September 2021 at 7.30pm** in **Buxhall Village Hall** to consider the items set out below.

If you are unable to attend but wish to make a comment please contact the Parish Clerk before 3pm on the day of the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

This meeting will be recorded and anyone speaking at the meeting will have deemed to given consent to being recorded.

AGENDA

Item	Description
1	Apologies for absence: <ul style="list-style-type: none">a. Councillors to receive any apologies for absence.b. Councillors to consent to accept apologies for absence.
2	Declarations of Interest and Dispensation considerations: <p>Members are reminded of their responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Councils Code of Conduct.</p> <ul style="list-style-type: none">a. To receive any Councillors' Interests in subsequent agenda items and to note any additions and/or deletions to the Councils Register of Interest.b. To receive and consider any requests for dispensations.
3	Minutes of previous meeting: <p>Councillors to agree the minutes of the Parish Council meeting held on 5 July 2021 as a true record of the business conducted available to view here.</p>
4	Matters of report: <p>To review the matters arising from previous meetings and agree further action.</p>
5	Public Forum: (this section at the Chairman's discretion may last up to 15 minutes): <ul style="list-style-type: none">a. To receive reports from the District and County Councillor.b. Councillors to receive comments or questions on matters of interest from members of the public.
6	Planning:

	<ul style="list-style-type: none"> a. Councillors to note there were no applications made to the Local Planning Authority (MSDC) for Councillors to consider. b. Councillors are asked to note there have been no determinations made by MSDC since the last meeting.
7	<p>Finance:</p> <p>All reports and paperwork appended</p> <ul style="list-style-type: none"> a. Councillors to approve the finance report for the period ended 31 August 2021 including bank reconciliations , budget to actual payments and receipts. b. Councillors to receive and approve payments to be made by internet banking noting some payments agreed at the July meeting have not been made. c. Councillors to agree to set up a monthly direct debit for the Clerks salary. d. Councillors to agree to renew the insurance with CAS noting a three-year agreement was made at the meeting held on 12 October 2021 (121020/15). e. Councillors to consider and agree to vior between budget expense headings.
8	<p>Governance:</p> <ul style="list-style-type: none"> a. Councillors to receive and accept a review of the Internal Control. b. Councillors to receive and note the completion of the limited assurance review for the year ended 31st March 2021. c. Councillors to receive confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31st March 2021.
9	<p>To receive reports from Working Parties and Representatives and take action as appropriate:</p> <ul style="list-style-type: none"> a. Footpath officer Cllr Manning b. Playing Field Cllr Drury c. Road Safety Cllr Basham
10	<p>Quiet Lanes Suffolk:</p> <p>Councillors to receive an update on the registration of Kiln Lane, Valley Lane and Worlds End as Quiet Lanes.</p>
11	<p>Correspondence:</p> <p>Councillors to note summary of correspondence previously circulated.</p>
12	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p>
13	<p>To note the date for the next scheduled meeting as Monday 4 October 2021.</p>
14	<p>To close the meeting.</p>

Tina Newell

Tina Newell: Clerk to Buxhall Parish Council

Dated this 1st day of September 2021