

Clerk to Charsfield Parish Council
June Cottage
Charsfield
IP13 7PR

29th April 2024

**Meeting of Charsfield Parish Council to be held in
Charsfield Village Hall at 7:30 pm on Tuesday, 7th May 2024**

Public Participation

At Item 5 of the Agenda the public will be invited to give their views or question the Parish Council on issues on this agenda or raise issues for consideration at future meetings at the discretion of the Chair. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' Reports.

AGENDA

- A. **To elect a Chair of the Parish Council**
To receive the Chair's declaration of acceptance of office
- B. **To elect a Vice-Chair of the Parish Council**
To receive Vice Chair's declaration of acceptance of office
- C. **To elect Financial Officer**
- D. **To fill any vacancies left unfilled at the election by reason of insufficient nominations/Co-option**
- E. **Clerk to receive Councillors' declaration of acceptance of office**
 - 1. Apologies and approval of absence
 - 2. Declarations of Interest
 - 3. To approve as accurate minutes of the last meeting of the council dated 11th March 2024.
 - 4. Progress reports for information or matters arising from minutes
 - 5. Points and Correspondence from the public. A chance for the public to raise matters of interest relevant to Charsfield.
 - 6. **Reports**
 - 6.1 County Councillor
 - 6.2 District Councillor
 - 6.3 Recreation Ground

6.4 Village Hall

7. **Charsfield Flood Action Group**

- Progress report

8. **Potsford Brook Water Quality Report**

- Peter Clitheroe

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9. **Road Safety**

Partnership Road Safety Forum Meetings

Road Safety Survey

10. **Planning**

Buttons Meadow Update

DC/24/1149/FUL – Barn East of Vine Cottage, Wickham Market Road - Change of use of agricultural barn to single dwelling, including construction of double garage and upgrading of existing vehicular access.

11. **Finance**

11.1 To authorise payments as listed below:

Date	Detail	Reference	Power	Amount
14/03/2024	Jan Pedgrift (pdf converter)	Bank Transfer	LA 2011 ss 1-8	£49.00
14/03/2024	CAS Business Services	Bank Transfer	LGA 1972 s 112	£1,011.33
25/03/2024	HMRC	Bank Transfer	LGA 1972 s 112	£123.00
25/03/2024	P Hembra – Services	Bank Transfer	LGA 1972 s.111	£507.68
25/03/2024	C Warman (SID Battery)	Bank Transfer	LGRA 1997 S30	£29.34
25/03/2024	Suffolk Wildlife Trust	Bank Transfer	LGA 1972 s.111	£20.00
27/03/2024	SALC Payroll	Bank Transfer	LGA 1972 s.111	£22.80
16/04/2024	Charsfield Village Hall	Bank Transfer	LGA 1972 s.111	£58.50
16/04/2024	SALC Membership	Bank Transfer	LGA 1972 s.111	£219.62

11.2 To note receipt of income as listed:

VAT Return	£347.30
CIL Grant	£2,424.67
Interest on Premium Account	£22.48

11.3 Bank Balances as at 31st March 2024

– current account:	£6,509.06
– savings account:	£6,033.58

11.4 To propose SALC as Internal Auditor

11.5 To approve end of year Accounts

11.6 To approve proposal of Debit Card

11.7 Donation to Flower Show

12. **Code of Conduct**

Approval of Code of Conduct

13. **Emergency Plan**
14. **Training and Development Policy**
15. **CIL Funding**
16. **Internal Control Report**
17. **Devolution Offer to Suffolk**
18. **Telephone Kiosk**
19. **Village Historian**

Date of Next Meetings

Monday, 22nd July 2024
Monday, 23rd September
Monday, 25th November 2024

Signed: *PJ Hembra*
Clerk to Charsfield Village Parish Council