

Snape Parish Council

NOTICE OF MEETING

Members are duly summoned to attend the next meeting of the Council to be held on Tuesday 27 March 2018 in the Village Hall at 7.30pm at which time members of the public are cordially invited to attend

AGENDA

1. **Apologies and Approval of Absences**
2. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
3. **Approval of Minutes of the Previous Meeting on 23 January 2018**
4. **Consideration of Reports by the District Councillors & County Councillor**
5. **Contributions by Members of the Public**

Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion.
6. **Consideration of Planning Applications & Decision Notices**
 - (a) SCDC DC/18/0303/FUL: Comments Due (28 March 2018)
Alde View, Priory Road, Snape, IP17 1SD
Change of the existing roof tiles and new glazed roof section.
 - (b) SCDC DC/18/0506/FUL: Comments Due (28 March 2018)
5 The Glebes, Snape, IP17 1QF
Construction of a detached house.
 - (c) SCDC DC/18/0890/FUL: Comments Due (28 March 2018)
Ladybird Nurseries, Gromford Lane, Snape, IP17 1RD
Proposed WC block.
 - (d) SCDC DC/17/4650/FUL: Application Granted (25 January 2018)
Alde Barn Farm, Watering Lane, Farnham Road, Snape, IP17 1QT
Camp site and replacement of agricultural shed with multi-purpose shed.
 - (e) SCDC DC/17/5311/FUL: Application Refused (26 January 2018)
Hazeldene House, Priory Road, Snape, IP17 1SF
Formation of balcony over rear veranda in lieu of Juliette balcony.
 - (f) SCDC DC/17/5265/FUL: Application Granted (30 January 2018)
Brodies, Wadd Lane, Snape, IP17 1QX
Proposed external alterations including replacing windows.

(g) SCDC DC/18/0016/FUL: Application Granted (19 February 2018)
12 Drury Park, Snape, IP17 1TA

Convert part roof space (including dormer extension) extend garage to higher roof level to accommodate room over, link and lean-to extension between dwelling and garage, also glazed bay and alterations.

7. Finance

- (a) Review of (i) Cashbook (ii) Income (iii) Expenditure & Budget to 20 February 2018
- (b) Approval of Bank Reconciliation to 20 February 2018 by Non-Cheque Signatories
- (c) Review of Payments & Authorisation of Cheques by Cheque Signatories
- (d) Consideration of Completion of Annual Financial Audit Check 2017/18 Update
- (e) Confirmation of the Booking of the SPC Internal Audit by SALC in April 2018
- (f) Review of Implementation of Internal & External Audit Recommendations 2016/17
- (g) Review & Approval of the Parish's Asset Register 2017/18 Prior to Internal Audit
- (h) Approval of Council's Proposed External Audit 2017/18 Reporting Exemption Status
- (i) Consideration of Bench & Bin Snape Hill Accident & Insurance Claim Update
- (j) Consideration of Disability Advice Service Annual Report & Donation Request
- (k) Consideration of East Anglia's Children's Hospices Report & Donation Request
- (l) Consideration of Review of VAT Issues to 2016/17 & Consultant Appointment Update

8. Governance

- (a) Approval of Standing Orders, Financial Regulations & Code of Conduct Reviews
- (b) Consideration of the Appointment of the Council's Planning Representatives
- (c) Consideration of a Proposal for the Development of a Village Plan Consultation
- (d) Consideration of GDPR Requirements & DPO Guidance from NALC & SALC Updates
- (e) Consideration of Agenda Items, Invited Speakers & Reports at Annual Parish Meeting

9. Highways & Footpaths

- (a) Approval of Completion of Suffolk Highways Self-Help Consultation Questionnaire
- (b) Consideration of Any Current Highways Issues Reporting Requirements Update
- (c) Consideration of Action Regarding Potentially Illegal Estate Agency Signs Update

10. Consultations

- (a) Consideration of an Additional Response to the SCDC Local Plan Consultation Update

11. Consideration of a Proposal to Build a Pre-School at Snape School

12. Correspondence Received

- (a) Consideration of a Response Required to a S106 Agreement Enquiry Update

13. Matters for Future Consideration

- (a) Election of Chair and Signing of the Declaration of the Chair's Acceptance (AGM)
- (b) Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance
- (c) Apologies, Reporting & Approval of Absences & Non-Attendance at Meetings
- (d) Review of (i) Cashbook (ii) Income (iii) Expenditure & Budget to 31 March 2018
- (e) Approval of Bank Reconciliation to 31 March 2018 by Non-Cheque Signatories

- (f) Consideration of Internal Audit 2017/18 by SALC on 23 April 2018 Progress Update
- (g) Review & Approval of Draft Statement of Accounts, Income & Expenditure 2017/18
- (h) Review & Approval of Draft Bank Reconciliation & Asset Register 2017/18
- (i) Approval of Governance & Accounting Statements & Significant Variances 2017/18
- (j) Review & Approval of the Parish Council's Members' Responsibilities 2018/19

14. Dates of the Next Meetings

- (a) 24 April 2018 (Urgent Items Only & Documents by 16 April 2018 or Cancellation)
- (b) 24 April 2018 (Annual Parish Meeting & Supporting Documents by 16 April 2018)
- (c) 22 May 2018 (Annual General Meeting)
- (d) 26 June 2018 (Urgent Items Only)

Simon Ashton, Parish Clerk

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20 March 2018