

Spexhall Parish Council

Members are summoned to a meeting of the Parish Council which will be held virtually via Zoom on Friday, January 29th 2021 at 2-30pm. Please use the code sent to you by email.

Members of the public who would like to attend – please send an email to spexhallparishclerk@gmail.com and the code will be sent to you.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 5) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: Paul Widdowson

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth, IP19 8DR:
Tel: 01986 872114: Email: spexhallparishclerk@gmail.com

Agenda

- 1) **Apologies:** To receive any apologies for absence.
- 2) **To receive Declarations of Interest:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting.
- 3) **Requests for dispensations:** Consideration of any requests for dispensation.
- 4) **To receive a report** from the County and District Councillors:
- 5) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 6) **To confirm the Minutes** of the Parish Council Meeting held on Friday, November 27th 2020 and the Extra-Ordinary Parish Council Meeting held on Friday, December 11th 2020
- 7) **To review progress in each section of the Council Action Plan:**
 - a) Road Safety,
 - b) Communications,
 - c) Accessibility,
 - d) Events,
 - e) Good Governance,
 - f) Planning,
 - g) Emergency Planning.

- 8) **Planning Matters:** To note the following planning application.

Proposal: Loft conversion & rear extension |

Address: Arland Stone Street Spexhall IP19 0RN

Ref: DC/21/0040/FUL

- 9) **Clerk's Report and Correspondence including Donations:** The Clerk to update the council on correspondence received and the administration of the council.

- 10) **Financial Report:**

- a) **Balances at the Bank on December 30th 2020:** To receive an update on the current financial status.
- b) **Cheques for payment and review receipts:** To review receipts and approve payments.

- 11) **To agree Audit Arrangements:** Councillors to review and agree arrangements:

- 12) **To agree Council Risk Assessment Procedures:** Councillors to review and agree procedures.

- 13) **To agree Council Asset Register:** Councillors to review and agree register.

- 14) **New Policies:** Councillors to discuss and agree the following policies and Assessments:

Audit and Impact Assessment

Data Consent Form

Data Protection and Information Management Policy

Procedures for Dealing with Data Breaches

Procedures for Dealing with Subject Access Requests

- 15) **Current Policies:** Councillors to review and agree the following policies:

Equal Opportunities Policy

Privacy Notice for Residents

Privacy Notice for Staff and Councillors

Privacy Notice for New Councillors

- 16) **To receive information and agenda items** for the Parish Council Meeting to be held on Friday, March 26th 2021: