

STOKE BY NAYLAND PARISH COUNCIL

Dear Councillor,

**YOU ARE SUMMONED to a Meeting of the Parish Council
at The Village Hall, Stoke by Nayland on Tuesday 1st March 2016 at 7.30pm**

AGENDA

1. **To receive apologies for absence**
2. **To Welcome New Parish Clerk**
3. **To receive declarations of interest** on items on the agenda and to consider granting dispensations
4. **Public Forum** – opportunity for the public to raise matters which are the responsibility of the Parish Council. Each person to be allowed to speak for a maximum of 2 minutes
5. **To receive reports** from the County Councillor and the District Councillor
6. **Minutes** – to approve the minutes of the meetings held on 12th January and 19th February 2016
7. **Financial & Audit**
 - 7.1 To approve the Statement of Finance & Orders for Payment
 - 7.2 To receive report from Budgeting Working Party and consider proposals:
 - 7.2.1 To **allocate £1000** towards safety provision for previously identified stretch of Down Footpath
 - 7.2.2 To **allocate £308** necessary for the Housing Needs Survey required by Babergh District Council
 - 7.2.3 To **allocate £250** for this year's Anglia in Bloom entry – to be reimbursed via fund raising events
 - 7.3 To set the Budget for 2016-17
 - 7.4 To approve the appointment of Mr Robert Lightfoot as internal auditor for 2015-16
 - 7.5 To carry out a financial risk assessment
 - 7.6 To assess the effectiveness of internal financial controls
 - 7.7 To receive recommendation from Jeremy Bloomfield regarding new computer for Clerk
8. **Highways** - To receive updates on and consider issues relating to **Traffic, Parking and Highway Maintenance**
9. **Footpaths**
 - 9.1 To record thanks to Alan Shrosbery for work done on Footpaths & Green Spaces
 - 9.2 To receive report from Martin Nielsen on future Footpaths Strategy
 - 9.3 Any other footpaths issues
10. **Vacancy Lady Anne Windsor Charity** - to appoint Parish Clerk Trustee following resignation of Una Oakes.
11. **Appointment of Undergrounding Lobbyist**
12. **Annual Parish Meeting** – to confirm date & consider inviting a speaker
13. **Church Clock** – To consider renewing Church Clock contract
14. **To receive reports form/on:**
 - 13.1 Planning Committee
 - 13.2 Street Lighting Working Party
 - 13.3 Road Safety Action Group
 - 13.4 Website
 - 13.5 Litter in Parish
 - 13.6 War Memorial
 - 13.7 Other Parish Bodies
15. **Clerk's and Chairman's report and correspondence**
16. **Outstanding urgent issues not dealt with elsewhere**
17. **Community Newsletter** – items to be highlighted
18. **Future Agenda items**
19. **To confirm date of next meeting**