

# Mellis Parish Council

## NOTICE OF MEETING

**Members are duly summoned to attend the next meeting of the Council to be held on Tuesday 10 December 2019 at the Memorial Hall at 8.00pm at which time members of the public are cordially invited to attend**

## AGENDA

1. **Apologies and Approval of Absences**
2. **Declarations of Interests by Members & Requests for Dispensation**
3. **Approval of Minutes of the Previous Meeting on 15 October 2019**
4. **Reports by the District Councillor and 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 and Decision Notices**
  - (a) MSDC DC/19/05404: Application Received (Comments Due 13 December 2019)  
Cowpasture Farm, The Common, Mellis, IP23 8EF  
Listed Building Consent application. Removal of external cement render. Repairs to timber frame. Insertion of breathable insulation batts to stud cavity. Re-rendering in lime on oak lathe. Replacement of rotten windows. Removal of internal plasterboard and replace with Heraklith board or similar and lime plaster.
  - (b) MSDC DC/19/05479: Application Received (Comments Due 24 December 2019)  
The Glebe, Thrandeston Road, Mellis, IP23 8DR  
Listed Building Consent application. Refurbishment of garden room changing the painted softwood joinery to glazed oak frame.
7. **Finance**
  - (a) Confirmation of Receipt of HMRC VAT Refund (£1,238.39) (21 October 2019)
  - (b) Confirmation of Barclays Bank Balance (£21,769.21) (24 October 2019)
  - (c) Review of (i) Receipts & Budget (ii) Payments & Budget (24 October 2019)
  - (d) Review & Approval of the Council's Bank Reconciliation (24 October 2019)
  - (e) Approval & Amendment of a Change to the Barclays Bank Correspondence Address
  - (f) Review & Approval of the Council's Budget, Reserves & Precept Setting (2020/21)
  - (g) Review of Payments Presented & Authorisation of Payments by Cheque Signatories

**8. Governance**

- (a) Review of Noticeboard Purchase, Quotations, Approval & Source of Costs Update
- (b) Confirmation of a Neighbourhood Plan by Local Parish Councils Update
- (c) Confirmation of Defibrillator Tea Party Training & Speaker Arrangements Update
- (d) Confirmation of DoE Volunteer Litter Pick Arrangements & Insurance Update
- (e) Confirmation of Councillor Training Arrangements & Action Required Update
- (f) Confirmation of New SCC Grit Bin Installation & Written Permissions Update
- (g) Confirmation of Newstead Land Progression of Plans & Next Steps Update
- (h) Discussion on the Progression of the Tree Planting & Replacement Exercise
- (i) Discussion on the Progression of the Well Reinstatement Exercise
- (j) Confirmation of Village Directory Sign Board Suppliers & More Information Update
- (k) Consideration of a Member Responsibility for Noticeboard Maintenance
- (l) Review & Approval of Council's Standing Orders & Financial Regulations (2019/20)
- (m) Review & Approval of the Parish Council's Annual Risk Assessment (2019/20)

**9. Highways**

- (a) Confirmation of SCC Highways Horse Warning Sign Road Safety Update

**10. Contributions by Members of the Public**

**11. Matters for Future Consideration**

- (a) Approval of the Council's Budget, Reserves & Precept Setting/Request (2020/21)

**12. Dates of the Next Meetings**

- (a) 14 January 2020 (Agenda Items & Documents Received by 6 January 2020)
- (b) 11 February 2020
- (c) 10 March 2020

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4 December 2019