

# Mellis Parish Council

## NOTICE OF MEETING

**Members are duly summoned to attend the next meeting of the Council to be held on Tuesday 14 January 2020 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 10 December 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/19/05891: Application Received (Comments Due 28 January 2020)  
Mellis Level Crossing, The Common, Mellis, IP23 8DU  
Installation of red light safety enforcement cameras.
  - (b) MSDC DC/19/05404: Application Granted (6 January 2020)  
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.
7. **Finance**
  - (a) Confirmation of Barclays Bank Balance (£20,996.61) (22 November 2019)
  - (b) Review of (i) Receipts Report (ii) Payments Report (22 November 2019)
  - (c) Review & Approval of the Council's Bank Reconciliation (22 November 2019)
  - (d) Consideration of Barclays Bank Correspondence Address Change Update
  - (e) Approval of RFO's Attendance at SALC Preparing for Audit Course (21 January 2020)
  - (f) Review & Approval of the Budget, Reserves & Precept Setting/Request (2020/21)
  - (g) Consideration of the Review of Internal Controls Process & Appointment of Lead
  - (h) Consideration of a Donation Request Received from Citizens Advice Mid Suffolk
  - (i) Approval of the Parish Council's Purchase of a Remembrance Sunday Wreath

(j) Review of Payments Presented & Authorisation of Payments by Cheque Signatories

**8. Governance**

- (a) Consideration of New Council Noticeboard Purchase & Delivery Update
- (b) Consideration of Defibrillator Tea Party Training & Speaker Arrangements Update
- (c) Consideration of DoE Volunteer Litter Pick Arrangements & Insurance Update
- (d) Consideration of Councillor Training Course Booking Confirmation Update
- (e) Consideration of the Parish Council's New SCC Grit Bin Installation Update
- (f) Consideration of Newstead Land Progression of Plans & Next Steps Update
- (g) Consideration of the Tree Planting Exercise & Suffolk Wildlife Trust Update
- (h) Consideration of Well Reinstatement Project Restoration Work Options Update
- (i) Consideration of the Village Directory Sign Information Update
- (j) Consideration of the Frequency of Chicken Factory Traffic Through the Village
- (k) Review & Approval of Council's Standing Orders & Financial Regulations (2019/20)

**9. Highways**

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

**10. Consultations**

- (a) Consideration of SALC Planning Questionnaire Consultation Response (31 January 2020)

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

**12. Matters for Future Consideration**

- (a) Review of Attendance at EPR Local Liaison Committee Meeting (6 February 2020)
- (b) Review of Implementation of Internal Audit Report Recommendations (2018/19)
- (c) Confirmation of the Booking of the SALC Internal Audit (2019/20) (May 2020)
- (d) Approval of the Council's External Audit Reporting Exemption Status (2019/20)
- (e) Review & Approval of the Parish Council's Annual Risk Assessment (2019/20)
- (f) Review & Approval of the Parish Council's Internal Control Statement (2019/20)
- (g) Agreement of the Dates of the Council's Meetings & Draft Agendas (2020/21)
- (h) Agreement of the Date of the Annual Parish Meeting & Draft Agenda (May 2020)

**13. Dates of the Next Meetings**

- (a) 11 February 2020 (Agenda Items & Documents Received by 3 February 2020)
- (b) 10 March 2020

Simon Ashton, Parish Clerk  
[mellisparishcouncil@gmail.com](mailto:mellisparishcouncil@gmail.com)  
9 January 2020