

ASSINGTON PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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AGENDA FOR MEETING TO BE HELD ON 26th JANUARY 2015 AT 7.30pm

1. Apologies for absence
2. Declaration of Interest
3. Consider councillors' request for dispensation
4. Consider adoption of APC Standing Orders dated 26th January 2015
5. **Agree minutes** of Parish Council meeting held on 24th November 2014
6. County and District Councillor reports, community police report and public forum.
7. Agree any action required on the **Routine Correspondence received and emails circulated** to councillors since the last scheduled meeting of the council
8. Agree any action required after reviewing the **Clerk's Report**
9. Finance
 - a. From the **RFO Report** authorise payments made / to be made and note income received since the last meeting, review Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - b. Set APC Precept **for 2015 / 2016**
 - c. Consider renewal of **footpath cutting contract** with D Gotts for 2015
 - d. Consider changes to **authorised signatories** for APC's banking arrangements.
10. Planning
 - a. Note **Planning Application B/14/00805 Celandine, The Street** - Erection of 2 no. dwellings (following demolition of existing dwelling).
 - b. Consider **Planning Application B/14/01541 Willow Tree Farm, The Street** - Erection of 1no. 1 1/2 storey detached dwelling and construction of a new vehicular access.
 - c. Consider **Planning Application B/14/01624 Moors Farm, Wormingford Road** - Application for Listed Building Consent -Proposed Internal Alterations to remove existing internal partitions and modern staircase, take up raised timber floor/reinstate existing floor levels, all within existing sitting room.
 - d. Consider any planning applications received since the agenda was posted
 - e. **Status of planning applications** previously reviewed by Parish Council.
11. Review any issues raised for the Licensed Path, Footpaths and APC's Assets including reviewing progress on obtaining quotations for facilities on **new allotments**.
12. Review feedback on **road safety issues** in The Street
13. Review the effectiveness of **APC's Internal Control and Internal Audit processes**.
14. Review **APC's Risk Management Register**
15. Consider adoption of the following **Protocols, Policies and Procedures**:
 - a. Complaints Procedure
 - b. Disciplinary Procedure
 - c. Disciplinary Rules
 - d. Grievance Procedure
 - e. Protocol for Reporting of Meetings
 - f. Training & Development Policy.
16. Questions to the Chair
17. In accordance to APC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the **confidential nature of the Clerk's appraisal and Contract of Employment**
18. Consider **Clerk's appraisal**, as undertaken by the Chairman, and agree APC's assessment. Also note the salary increase that the Clerk is entitled to, from the 1st January 2015, following the agreement of the National Joint Council terms and conditions by NALC and the SLCC.
19. Next meeting will be held on Monday 30th March 2015 starting at 7.30pm