



**To: Members of Stoke Hammond Parish Council**

**You are summoned to attend the Meeting of Stoke Hammond Parish Council at the Community Centre, Bragenham Side, Stoke Hammond on Tuesday 4<sup>th</sup> February 2020 at 7.30pm. Press and Public are invited to attend.**

**A G E N D A**

1. To receive **apologies for absence**.
2. To receive any **declarations of interest** from Members

*(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Stoke Hammond Parish Council Code of Conduct for Members and by the Localism Act 2011).*

**Public Participation Session**

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to thirty minutes.

3. To **approve the minutes** of the parish council meeting held on Tuesday 7<sup>th</sup> January 2020.
4. **New land at Bragenham Side & other land**

Following the PC's detailed examination of the report and drawings prepared by the Highways consultant, to agree that the council moves to the next stage of applying for outline planning permission in respect of the overall layout, including proposed access route, car parking layout and position/scale of the new village hall.

To appoint Blackwood Architects to prepare and submit the application, in accordance with the fee proposal dated 15<sup>th</sup> January 2020 in the sum of £3760 plus VAT.

To ratify the expenditure of PC funds to meet the planting costs of beech hedging donated by an anonymous villager to be planted along the boundary of the new land in accordance with the estimates circulated to councillors.

5. **Finance & Appointment of new Parish Clerk & RFO**
  - a) To agree the payment run as circulated.
  - b) To agree the accounts to 30<sup>th</sup> December 2019
  - c) To review and agree the list of standing orders and direct debits.
  - d) To agree the appointment of Mrs J Simonds as Parish Clerk & RFO with effect from 1<sup>st</sup> April 2020, with handover from current Parish Clerk & RFO as required. (Remuneration details circulated to councillors).
  - e) To agree amendment to bank mandates to include the new Parish Clerk & RFO as a signatory on Lloyds Bank accounts and to provide her with a debit card to make authorised payments on behalf of the council, in accordance with Financial Regulations.

6. **Planning:** To discuss planning applications and make recommendations of any planning applications received after this agenda is published, if urgent.

None at the date of preparation of this agenda.

7. **Highways, Footpaths & Footways, Lighting**  
Any update.

8. **Community Centre**  
Any update. Use of ground for SH Show.

9. **SH News**  
February edition - Cllr Noble.

10. **Minute taker**  
To confirm recruitment of minute taker for parish council meetings.

11. **To report on meetings** attended on behalf of the Parish Council.

12. **VE Day celebrations 2020**  
To confirm the council's application for a small grant towards parish celebrations.

13. **To agree the date of the next PC meeting – Tuesday 3<sup>rd</sup> March 2020.**

*Sue Severn CiLCA, PSLCC*  
Parish Clerk  
27<sup>th</sup> January 2020