

SEMER PARISH COUNCIL

The Councillors of Semer Parish Council are summoned to the Annual Council meeting to be held at Semer Village Hall on Thursday 9th May 2024 to follow the Annual Parish Meeting which commences at 7.00pm.

Members of the public are welcome to attend this meeting and raise any issues or concerns in the Public Forum.

The Council, members of the public and press may record, film, photograph or broadcast this meeting when the public and press are not lawfully excluded.

AGENDA

1. Election of Chair – to elect a chair for the year 2024-2025 and to receive the signed Declaration of Acceptance of Office
2. Chair's welcome including the statement for the reporting at meetings of the council
3. Apologies for absence: Council to receive and approve the verified apologies for absence.
4. Code of Conduct and Declaration of member's interests:
 - i. To receive declarations of registrable interests, other and non-registrable interests as detailed in Appendix B of the Local Code of Conduct.
 - ii. To receive notification of gifts or hospitality exceeding £50.
5. Minutes of meetings:
 - i. to approve the minutes of the meeting of 28th March 2024 and to give authority to the Chair to sign the minutes in accordance with legislation.
6. Public Forum:
 - i. To receive comments from the public on the agenda as published or concerning Semer.
7. Parish Matters: to receive an update on items raised at previous meetings:
 - i. A1141 speed limit change – to receive information relating to the initial consultation for the proposed speed limit changes – Stone Street, Hadleigh and Union Hill, Semer
8. Statutory Business:
 - i. Financial Regulations – to note that revised financial regulations are in the process of being issued by NALC and will be presented for adoption at a later meeting.
 - ii. To agree to the annual subscriptions for the year ending 31st March 2025: County Association membership fee; data protection fee and Microsoft Office 365 subscription.
9. Planning:
 - i. To note the determination by Babergh District Council of the following planning application:
 - DC/23/03522 – Planning Permission granted for the following: bungalow roof to be raised for accommodation within roof space, alterations, external insulation and cladding to existing, erection of rear extension linking to garage. (Alternative scheme to DC/22/04503) @ Hollies, Ash Street, Semer

10. Financial Report:

- i. To consider and approve the following items for payment:
 - Clerk's Hours to date – tbc
 - SALC – Membership Fee - £
- ii. To note the receipt of the following items:
 - Parish Precept – 2024-2025 – Part 1 - £1,750.00
- iii. To note the bank balances to date and consider the financial position as at 2nd May 2024
- iv. To receive an update on the setting up of a Community Bank Account with Barclays Bank.

11. Year-End Processes: to consider the following as part of the year-end process:

- i. To receive and adopt the Annual Internal Audit Report for the year ending 21st March 2024
- ii. To consider and decide the actions to be taken following the recommendations arising from the Internal Annual Report
- iii. To receive and approve the Payments and Receipts Accounts for the year to 31st March 2024
- iv. To consider and approve the Annual Governance Statement for 2023-2024 as per Section 1 of the AGAR
- v. To consider and approve the Accounting Statement for 2023-2024 as per Section 2 of the AGAR
- vi. To consider and approve the recommendation from the RFO that having fulfilled the criteria required, Council considers itself exempt from a Limited Assurance Review
- vii. Should Agenda Item 11vii be so approved, to delegate authority to the Chair to sign the Certificate of Exemption for 2023-2024.
- viii. To receive the dates from the RFO of the period for the exercise of public rights and the publication requirements of the AGAR for the year ending 31st March 2024.

12. Councillor Reports:

- i. To receive urgent matters of concern

13. Correspondence:

- i. Cycle Club Sunday – to consider the request from the cycle club to allow parking off the track leading across the meadow to the parish church for the Open Hill Climb competition on Sunday 29th September 2024
- ii. SCC – [to receive an update on the Bus Service Improvement Plan 2 Stakeholder Led Schemes](#)
- iii. BMSDC – Town and Parish Updates – [to receive the monthly report of May 2024](#)
- iv. BMSDC – to note that the District CIL Funding Bid Round 13 will be open to new applications from 1st May and will close at 12.00pm on 31st May 2024.
- v. To receive matters of interest not requiring a direct response

14. Date of next meeting: to confirm the dates for futures meetings as: 18th July 2024; 21st November 2024; 16th January 2025 and 20th March 2025.

Victoria S Waples
Clerk & Proper Officer to the Council
02.05.2024