

# Pettaugh Parish Council

## NOTICE OF MEETING

Members are duly summoned to attend the Annual General Meeting of the Council to be held on Wednesday 15 May 2019 at St Catherine's Church at 7.00pm (or immediately following the Annual Parish Meeting, if later) at which time members of the public are cordially invited to attend

## AGENDA

1. **Election of Chair and Signing of the Declaration of the Chair's Acceptance**
2. **Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**
3. **Apologies and Approval of Absences**
  - (a) Routine Apologies and Approval of Absences
  - (b) Governance of Apologies, Reporting & Approval of Absences & Non-Attendances
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
5. **Approval of Minutes of the Previous Meeting on 6 March 2019**
6. **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
7. **Consideration of Planning Applications and Decision Notices**
  - (a) MSDC DC/19/01758: Application Received (Comments Due 16 May 2019)  
21 Debenham Way, Pettaugh, IP14 6AZ  
Erection of a garage/shed and creation of vehicular access.
8. **Finance**
  - (a) Confirmation of the Receipt of the MSDC Precept (1/2) (£1,312.50) (April 2019)
  - (b) Confirmation of Booking of Internal Audit (2018/19) with SALC (w/c 3 June 2019)
  - (c) Approval of the Council's External Audit Reporting Exemption Status (2018/19)
  - (d) Approval of the Parish Clerk as the Responsible Financial Officer (2019/20)
  - (e) Approval of Donation Request Received from East Anglia's Children's Hospices
  - (f) Review of Payments Presented & Authorisation of Payments by Cheque Signatories
9. **Governance**
  - (a) Agreement of Completion of Declaration of Acceptance (DoA) Form by Attendees
  - (b) Agreement of Completion of DoA Forms by Non-Attendees by the Next Meeting

- (c) Agreement by Members of Requirement to Complete MSDC Register of Interests
- (d) Review & Approval of the Parish Council's Members' Responsibilities (2019/20)
- (e) Consideration of Lack of Pettaugh Polling Station Update & Course of Action
- (f) Agreement of the Dates & Routine Agendas of Parish Council Meetings (2019/20)
- (g) Agreement of the Invitation of the MSDC/SCC Councillors to Future Meetings

**10. Highways**

- (a) Consideration of Public Right of Way Signpost Attention SCC Highways Update
- (b) Consideration of A1120 Opposite Stop Sign Water Leak Anglian Water Update
- (c) Consideration of Current Highways Issues & Previous Highways Issues Update

**11. Matters for Future Consideration**

- (a) Review & Approval of the Council's Internal Audit (2018/19) Report by SALC
- (b) Review & Approval of Statement of Accounts, Receipts & Payments (2018/19)
- (c) Review & Approval of the Council's Bank Reconciliation (2018/19)
- (d) Review & Approval of the Council's Asset Register (2018/19)
- (e) Review & Approval of AGAR Section 1 Annual Governance Statement (2018/19)
- (f) Review & Approval of AGAR Section 2 Accounting Statements & Variances (2018/19)
- (g) Review & Approval of AGAR Part 2 Certificate of Exemption (2018/19)

**12. Dates of the Next Meetings**

- (a) 19 June 2019 (Agenda Items & Documents Received by 11 June 2019)
- (b) 18 September 2019
- (c) 18 December 2019

Simon Ashton, Parish Clerk  
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8 May 2019