

Sudbury Parish Council

Rachel Male, Clerk and Responsible Finance Officer
2 The Cottages, Bakers Lane, Doveridge, Ashbourne, Derbyshire, DE6 5LA
Tel: 07976 230669 Email: sudburyparish@aol.com

17th May 2023

To: The Chairman and Members of Sudbury Parish Council

Dear Councillor,

You are summoned to attend the **Annual Council Meeting of Sudbury Parish Council** at **7.30pm**, to be held on **Monday 22nd May 2023** at The Gasworks, School Lane, Sudbury.

Yours sincerely,

Rachel Male

Rachel Male
Clerk to the Council

Agenda

- 1. Election of Chairman and signing of Declaration of Office**
- 2. Election of Vice Chairman and signing of Declaration of Office**
- 3. To receive apologies for absence**
- 4. Variation of Order of Business (if required)**
- 5. Declaration of Members Interests**
Please note;
 - a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or to stay in the meeting to
 - b) make representations and then leave the meeting prior to any consideration of determination or the item)
 - c) Where a Member indicates that they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item c of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- 6. Public Speaking**

- a) A period of not more than three minutes will be made available for members of the public and Members of the Council to comment on any matter.
 - b) If a Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
 - c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.
- 7. To confirm and agree as a true record the minutes of the Parish Council meeting held on the 20th March 2023 (attached at item 7)**
 - 8. Asset Register (attached at item 8)**
To review asset register held by the Council.
 - 9. To confirm and agree the accounts to month ending 31st March 2023 (attached at item 9)**
 - 10. To approve and note the Internal Audit Report 2022/23 (attached at item 10)**
 - 11. To approve the Annual Governance and Accountability Return 2022/23 (attached at item 11)**
 - 12. Appointment of Internal Auditor for 2023/24**
 - 13. Authorisation of signatories**
To consider and agree signatories on Parish Council bank account
 - 14. Review of Representation on or work with external bodies and arrangements for reporting back, to include:**
Currently:
Sudbury Gasworks Restoration Trust – currently vacant
Sudbury Juniors Football Club – currently vacant
Sudbury Bowls Club – currently Cllr. West
 - 15. Review of current policies, procedures, and notices (to include):**
[Sudbury Standing Orders May 2022](#) (PDF, 292 Kb)
[Sudbury Financial Regulations May 2022](#) (PDF, 121 Kb)
[Sudbury Parish Code of Conduct](#) (PDF, 75 Kb)
[Sudbury Complaints Procedure - Code of Practice May 2022](#) (PDF, 107 Kb)
[Sudbury Equality and Diversity Policy May 2022](#) (PDF, 112 Kb)
[Sudbury General Privacy Notice May 2022](#) (PDF, 184 Kb)
[Sudbury Illegal and Unauthorised Encampment Policy June 2022](#) (PDF, 146 Kb)
[Sudbury Co-Option Policy October 2022](#) (PDF, 226 Kb)
[Sudbury Press and Media Policy November 2022](#) (PDF, 81 Kb)
[Sudbury Freedom of Information](#) (PDF, 117 Kb)
[Sudbury Whistle Blowing Policy March 2023](#) (PDF, 101 Kb)
 - 16. To determine the time and place of Ordinary Meetings of the Council 2023/24, up to and including the next Annual Meeting of the Council (attached at Item 16).**
 - 17. Co-option**

To consider and agree advertising campaign for Council vacancies.

18. Parish Council Insurance

To consider and agree renewal.

19. Donation request from Sudbury Gasworks

To consider and agree a donation request from the Gasworks.

20. Finance – Income and payments to 22nd May 2023 (attached at item 20)

To approve the income and payments to 22nd May 2023. An update may be provided at the Meeting. Please note that all invoices are available for inspection. Please contact the Clerk if you have any questions prior to the Meeting.

21. To confirm and agree the accounts to month ending 30th April 2023 (attached at item 21)

22. Report from the Clerk on on-going matters

23. Planning Applications (attached at item 25.)

To consider applications received.

- a) 23/00209/FUL: Proposed conversion, extensions and internal and external alterations in connection with conversion of buildings to 9no. dwellinghouses, associated erection of garages, provision of a new access, stopping up of the existing access, demolition, landscaping and associated works - Meynell Hunt Kennels Ashbourne Road Sudbury Ashbourne
- b) 23/00210/LBALT: Internal and external alterations for conversion of Stables, Kennels and Whelping Lodge to 9no. dwellinghouses, provision of new access, removal of existing access, demolition, landscaping and associated works - Meynell Hunt Kennels Ashbourne Road Sudbury Ashbourne
- c) 23/00455/FUL: Proposed raising of roof of existing first floor extension and construction of new first floor extension - 81 Aston Lane Sudbury Derbyshire DE6 5HG

24. Gibb Lane, Car Park Rent (attached at item 24.)

To consider and agree increase in rent from Sudbury Estate

25. Exclusion of the Press and Public. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

26. Personnel matters

27. Meeting close