

**Parish Councillors are duly summoned to attend  
the Annual General Meeting of  
WESTERFIELD PARISH COUNCIL**

**Tuesday, May 16<sup>th</sup>, 2023 in Westerfield Church Room at 7.30pm**

**Agenda**

**1. Governance**

- 1.1. To elect a Chair for 2023/24, and to elect a Deputy Chair
- 1.2. Declaration of Acceptance of Office for the Chair, Deputy Chair, Councillors
- 1.3. Apologies and approvals of absence
- 1.4. Declarations of Interest and Requests for Dispensation
- 1.5. To approve the [Minutes of Parish Council meeting held on 21<sup>st</sup> March 2023](#)
- 1.6. Comments from members of the public on matters on the agenda
- 1.7. Internal & External Audit progress
- 1.8. To confirm appointment of RFO

**2. Village Improvement**

- 2.1. To review Neighbourhood Plan progress
- 2.2. To receive an update on traffic and safety measures for the village

**3. To receive reports:**

- 3.1. County Councillor
- 3.2. District Councillor
- 3.3. Parish Councillors on meetings/forums attended.

**4. To note and discuss current planning applications**

- 4.1 Status updates
- 4.2 New applications
- 4.3 Items received after the agenda was published, and other planning matters
  - 4.3.1 Planning – joint statement from SALC and East Suffolk Council
  - 4.3.2 East Suffolk Planning Policy Team have issued a planning policy update on the Community Infrastructure Levy Charging Schedule.

**5. Consultations**

- 5.1 Community benefits for electricity transmission network infrastructure consultation - deadline 25 May 2023

**6. Communications**

- 6.1. Newsletter
- 6.2. Website update

**7. Financial matters**

- 7.1. End-of-year 2022/2023 summary
- 7.2. Receipts & Payments since last meeting, approve payments due
- 7.3. 2022/2023 Audit; AGAR Part 3 - Annual Governance Statement & Accounting Statements approval
- 7.4. 2022/23 CIL Report
- 7.5. VAT reclaim £1362.52 (01 Oct 2022 to 31 Mar 2023), submitted 23 April 2023
- 7.6. Review Memberships
- 7.7. Development pathway for councillors

8. Governance documentation review, updates, and adoption/approval
9. Correspondence and urgent matters to be brought to the attention of the Parish Council
  - 9.1 Events Committee
  - 9.2 Coronation event
  - 9.3 East Suffolk Planning Alliance (ESPA)
  - 9.4 KeepBritainTidy.org: The Great British Spring Clean 2023
10. To note the date of forthcoming meetings: Annual Parish Meeting, 17 May  
Then PC meetings: 11<sup>th</sup> July, 19<sup>th</sup> September, and 21<sup>st</sup> November)

Signed by David Gooch, Clerk & RFO, Westerfield Parish Council