

## GAZELEY PARISH COUNCIL

Clerk: Karen Peck, email: [parishclerk@gazeleypc.co.uk](mailto:parishclerk@gazeleypc.co.uk)  
Chairman: Paul Kinnon

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**NOTICE OF MEETING:** Annual Meeting of Gazeley Parish Council  
**TIME:** 7pm  
**DATE:** Wednesday 14<sup>th</sup> May 2025  
**VENUE:** Gazeley Village Hall

**Members of the Public:** Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

MEMBERS 7  
VACANCIES 0  
QUORUM 3

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### AGENDA

- 140525/1 TO ELECT OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**
- 140525/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**
- 140525/3 TO RECORD APOLOGIES FOR ABSENCE**
- 140525/4 MEMBERS' DECLARATIONS OF INTEREST**
- 140525/5 TO RECEIVE DISTRICT AND COUNY COUNCIL REPORTS**
- 140525/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 12<sup>th</sup> March 2025**
- 140525/7 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes maximum)**  
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair.  
Members of the public may make only one address to the Council of no more than five minute' duration and only concerning topics on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking A person who speaks at a meeting shall direct his comments to the chairman of the meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.
- 140525/8 TO APPROVE AND ADOPT THE STANDING ORDERS**
- 140525/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS**
- 140525/10 TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES, INCLUDING THE ADOPTION OF THE GENREAL POWER OF COMPENTANCE**
- 140525/11 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
- 140525/12 INTERNAL AUDIT REPORT 2024/25 TO BE ACCEPTED AND APPROVED**
- 140525/13 AGAR 24/25: EXTERNAL AUDIT CERTIFICATE OF EXEMPTION**
- 140525/14 AGAR 24/25: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**

- 140525/15      AGAR 24/25: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
- 140525/16      APPOINTMENT OF INTERNAL AUDITOR 2025/26**
- 140525/17      COUNCIL BUSINESS**
- a) To update on Parish Council Banking arrangements – Cllr Chapman
  - b) Update on Tree Boarding Recreation Field – awaiting Savillis report
  - c) Update on water leak at Sport Fields – Anglian Water works due w/c 5<sup>th</sup> May 2025
  - d) Update on War Memorial Survey – Cllr Kinnon/Connelly
  - e) To review play area inspection report - all
- 140525/18      FINANCE**
- To approve payments, income, and bank reconciliation up to April 2025
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|--|-----------|
| March  |           |
| HMRC, Staffing and Expenses                      | £462.54   |
| CO – Data Protection Fee                         | £47.00    |
| Red Shoes Accounting - payroll                   | £45.00    |
| Lloyds Bank – Service Charge                     | £4.25     |
| April  |           |
| SJ Accounting – Internal Audit                   | £80.00    |
| HMRC, Staffing and Expenses                      | £462.54   |
| SCC – Street Light maintenance, admin and energy | £876.67   |
| HMRC, Staffing and Expenses                      | £469.37   |
| Suffolk Association Local Councils – membership  | £333.59   |
| SP Landscapes – Grass Cutting                    | £555.58   |
| Lloyds Bank – Service Charge                     | £4.25     |
| Income   |           |
| Interest – March and April                       | £44.43    |
| WSDC – Precept                                   | £21179.00 |
- 140525/19      PLANNING**
- TO DISCUSS**
- DC/25/0575/HH 31 Mill View, Gazeley  
Conservatory to rear – pending decision
- UPDATES:**
- DC/25/0431/HH 29 Mill View, Gazeley
- a. Movement of front door from east elevation to north elevation b. single storey extension to side of dwelling – pending decision
- 140525/20      DIARY DATES – 9<sup>th</sup> July 2025 7pm**

K Peck  
**Karen Peck**  
**Clerk & Responsible Finance Officer**  
**Gazeley Parish Council**  
**Dated:05.05.2025**