

# Claxton Parish Council

## Agenda

**Date:** Tuesday 18<sup>th</sup> March 2025

**Time:** 7:30pm

**Place:** Claxton Village Hall

Councillors are hereby summoned to this Parish Council Meeting of Claxton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session. The law does not permit members of the public and the press to take part in the debates.

*Charlotte Rust*, Parish Clerk & RFO – [clerk@claxton-pc.gov.uk](mailto:clerk@claxton-pc.gov.uk)

1. Welcome from the Chair.
2. To receive and approve apologies for absence.
3. To receive any declarations of interest from Members & consider requests for dispensation.
4. To approve the minutes of the Parish Council meeting held on Tuesday 21<sup>st</sup> January 2025.
5. Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.
6. **Matters arising from January's meeting, including Clerk's report.**
7. **Reports from:**
  - 7.1 District Councillor, Councillor Thomson.
  - 7.2 County Councillor, Councillor Mason-Billig.
  - 7.3 Biodiversity, Councillor Wallis-Garcia.
  - 7.4 Traffic and SAM2, Councillor Harwood.
    - 7.4.1. To approve PAT test on SAM2 battery charger.
8. **Internal Control Check:**
  - 8.1 To approve July – September 2024: Councillor Wallis-Garcia to lead.
9. **Policies:**
  - 9.1 **To review:**
    - 9.1.1. Lone Home Worker Policy.
    - 9.1.2. Risk Assessment and Management Policy.
    - 9.1.3. Standing Orders.
    - 9.1.4. Training Development.
10. To receive a play area update.
11. To consider quotes for maintenance of the Claxton sign.
12. To appoint a Hearing Appeal Manager and Appeal Panel in line with the council's grievance policy.
13. To appoint a Complaints Committee and Chair in line with the council's complaints policy.
14. To retrospectively approve the VE Day Community Grant.
15. To consider the Big South Norfolk Litter Pick 2025.
16. To consider CPRE's request to oppose the Proposal of a New Town in South Norfolk.
17. To consider the clerk's recommendation for purchasing a new laptop.
18. **Planning:**
  - 18.1 New Applications: None at time of publication.
  - 18.2 Decisions:
    - 18.2.1. 2025/0074 – Staines Barn Cottage – Erection of an outbuilding with one cart shed bay opening: SOUTH NORFOLK DISTRICT COUNCIL APPROVED WITH CONDITIONS.
19. **Finance:**
  - 19.1 To receive a Statement of Accounts as of 18<sup>th</sup> March 2025.
  - 19.2 To note any receipts and approve payments as detailed in the payment schedule.
20. To receive updates from individual Council Members (for information only).
21. To receive any items for inclusion on the next agenda (for information only).