

TOSTOCK PARISH COUNCIL

**The Annual Meeting of the Parish Council will be held on
Tuesday 13 May 2025 at 7.30pm
in Tostock Village Hall**

Members of the Council: are hereby summoned to attend for the purpose of transacting the business below.

Members of the Public: are very welcome to attend and may address the Council under item 10.

Reporting on Meetings: except where members of the public are excluded due to the confidential nature of the business being considered, any person may film, photograph, audio record or use social media to report on Council meetings. Any person intending to report in this way is asked to notify the Clerk or Chair before the start of the meeting.

AGENDA

- 25.05.01 **To elect the Chair of the Council for the coming year.**
- 25.05.02 **To receive the Chair's Declaration of Acceptance of Office.**
- 25.05.03 **To elect the Vice-Chair of the Council for the coming year.**
- 25.05.04 To receive any apologies for absence.
- 25.05.05 **Declarations of Interest and Dispensations:**
 - 05.1 To receive from Members any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.
 - 05.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).
 - 05.3 To grant any requests for dispensation as appropriate.
- 25.05.06 **To approve the minutes of the Ordinary Meeting of the Parish Council held on 11 March 2025.**
- 25.05.07 **Appointments to External Bodies:**
 - 07.1 Village Hall Committee (one representative).
 - 07.2 Poors Estate (Charity) (two representatives).
- 25.05.08 **Council Officers:**
 - To appoint the following:
 - 08.1 Tree Officer(s)
 - 08.2 Footpaths Officer
 - 08.3 Finance Councillor
 - 08.4 Internal Controls Councillor
- 25.05.09 **Working Groups:**
 - To appoint the membership of the Finance Working Group.
- 25.05.10 **To invite public questions or comment on any matter on this agenda.**
(NB: up to three minutes per speaker permitted)

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- 25.05.11 **Risk Register:**
To review and approve the revised Risk Register 2025 and to take action as appropriate.
- 25.05.12 **Annual Governance and Accountability Return 2024-2025:**
Given that the higher of gross income or gross expenditure was £25,000 or less, and that the qualifying criteria have been met, that Tostock Parish Council certifies itself as exempt from a limited assurance review ('external audit') but commits to the publication on the Council pages on the village website of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
- 25.05.13 **Council Governance:**
In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 1 of the Annual Governance and Accountability Return 2024-2025 Form 2 - "Annual Governance Statement 2024/25" for Tostock Parish Council.
- 25.05.14 **Finance:**
14.1 To receive the Clerk's report as Responsible Financial Officer including bank reconciliation.
14.2 To note the 2024-2025 end-of-year budget situation including variances.
14.3 To authorise payments as presented and to note income received.
14.4 To review the latest position with Community Infrastructure Levy funding and the plans for its spending.
14.5 To confirm the Council budget for 2025-2026, revised since January to reflect updated and amended costs and income.
14.6 In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 2 of the Annual Governance and Accountability Return 2024-2025 Form 2 - "Accounting Statements 2024/25" for Tostock Parish Council.
14.7 To note the completion and signing of the Community Infrastructure Levy monitoring report 2024-2025 for submission to Mid Suffolk District Council and publication on the village website.
14.8 Notwithstanding that residents may request and be given access to Council financial records at any time, to confirm that the statement of accounts 2024-2025, i.e. the Annual Governance and Accountability Return (AGAR) Form 2, the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records be formally made available for inspection by any person interested from Tuesday 3 June to Monday 14 July 2025 inclusive.
- 25.05.15 **Asset Register:**
To review and approve the revised Asset Register 2025 and to take action as appropriate.

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- 25.05.16 To receive reports from:
16.1 County Councillor.
16.2 District Councillors.
- 25.05.17 **Correspondence - report from Cllr Storey.**
- 25.05.18 **Ongoing Matters:**
To note or to discuss any matters brought forward from previous meetings and to determine action as appropriate.
- 25.05.19 **Planning:**
19.1 To consider any applications received for response/comment to Mid Suffolk District Council.
19.2 To note any planning applications granted/refused including:
DC/25/01360 Beech Tree House, Leys Road - works to trees in a Conservation Area - (T1) ash - fell to ground. GRANTED.
19.3 To note any outstanding applications including:
DC/25/01518 Foresters East House, New Road - construction of new vehicle access/dropped kerb replacing shared access; construction of rendered walls to replace low level fencing; installation of new vehicle gates and supporting piers and construction of extended driveway surface. The Council had NO OBJECTION; and
DC/25/10381 Bobbin Cottage, Flatts Lane - existing single storey dwelling. Reroofing of existing dwelling with pitched roof throughout, extend the ground floor hall and main entrance, install rooflight, add window to the previous garage and relocate the main entrance access onto the site. The Council had NO OBJECTION.
- 25.05.20 **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
- 25.05.21 Next Meeting: To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 10 June in the Village Hall at 7.30pm.

To note that meetings through to the next Annual Meeting of the Parish Council are scheduled for:
2025 - 12 August and 11 November
2026 - 13 January, 10 March and 12 May
(all meetings on Tuesdays at 7.30pm)
- 25.05.22 **Motion to Exclude the Press and Public:**
To exclude the press and public from the meeting for agenda item 23 on the grounds that, while the decision was of public interest and would need to be recorded formally, the discussion leading to such decision would be likely to involve personal and/or confidential data which it was not in the public interest to disclose and so needed to be properly safeguarded.
- 25.05.23 **Village Green - Easement:**
To receive a report on the latest situation and to take action as appropriate.

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A handwritten signature in black ink, appearing to read 'D Reed', with a long horizontal stroke extending to the right.

Parish Clerk: Doug Reed, Proper Officer of the Council
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