

TOSTOCK PARISH COUNCIL

**The Annual Meeting of the Parish Council will be held on
Tuesday 12 May 2026 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

- 26.05.01 **To elect the Chair of the Council for the coming year.**
- 26.05.02 **To receive the Chair's Declaration of Acceptance of Office.**
- 26.05.03 **To elect the Vice-Chair of the Council for the coming year.**
- 26.05.04 To receive any apologies for absence.
- 26.05.05 **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.
- 26.05.06 **To approve the minutes of the Ordinary Meeting of the Parish Council held on 10 March 2026.**
- 26.05.07 **Appointments to External Bodies:**
 - 07.1 Village Hall Committee (one representative).
 - 07.2 Poor's Estate (Charity) (two representatives).
- 26.05.08 **Council Officers:**
 - To appoint the following:
 - 08.1 Tree Officer(s)
 - 08.2 Footpaths Officer
 - 08.3 Finance Councillor
 - 08.4 Internal Controls Councillor
- 26.05.09 **Working Groups:**
 - To appoint the membership of the Finance Working Group.
- 26.05.10 **To invite public questions or comment on any matter on this agenda.**
(NB: up to three minutes per speaker permitted)

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- 26.05.11 **Annual Governance and Accountability Return 2025-2026:**
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.
- 26.05.12 **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 2025-2026 Form 2 - "Annual Governance Statement 2025/26" for Tostock Parish Council.
- 26.05.13 **Finance:**
13.1 To receive the Clerk's report as Responsible Financial Officer including bank reconciliation.
13.2 To note the 2025-2026 end-of-year budget situation including variances.
13.3 To authorise payments as presented and to note income received.
13.4 To review the latest position with Community Infrastructure Levy funding and the plans for its spending.
13.5 To confirm the Council budget for 2026-2027, revised since January to reflect updated and amended costs and income.
13.6 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 2025/26" for Tostock Parish Council.
13.7 To note the completion and signing of the Community Infrastructure Levy monitoring report 2025-2026 for submission to Mid Suffolk District Council and publication on the village website.
13.8 Notwithstanding that residents may request and be given access to Council financial records at any time, to confirm that the statement of accounts 2025-2026, 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 Wednesday 3 June to Tuesday 14 July 2026 inclusive.
- 26.05.14 To receive reports from:
14.1 County Councillor.
14.2 District Councillors.
- 26.05.15 **Correspondence - report from Cllr Storey.**
- 26.05.16 **Ongoing Matters:**
To note or to discuss any matters brought forward from previous meetings and to determine action as appropriate.

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- 26.05.17 **Planning:**
17.1 To consider any applications received for response/comment to Mid Suffolk District Council.
17.2 To note any planning applications granted/refused including:
DC/26/00434 The Court House, Tostock Place, Church Road - erection of a driveway entrance gate and fencing along the property boundary. GRANTED; and
DC/26/00640 Gable End, Leys Road - erection of a single story side extension to kitchen, removal of old utility room. GRANTED.
17.3 To note any outstanding applications including:
DC/26/01624 Livingston House, Flatts Lane - works to trees in a Conservation Area - reduce canopies of three maple (T1-T3) to five metres and remove branch from one tree (T4). The Council had NO OBJECTION (with comments);
DC/26/01597 The Old Post Office, The Green - works to trees in a Conservation Area - remove one oak tree (T1); and reduce the height of one holly tree (T2) to approximately five metres. The Council OBJECTED (with comments);
DC/26/01019 Glentor, Norton Road - erection of a single storey extension. The Council had NO OBJECTION; and
DC/26/01745 Gable End, Leys Road - erection of double garage and workshop/workroom and associated external works. The Council had NO OBJECTION.
- 26.05.18 **Speed Indicator Device:**
To consider the proposed location of the device on Leys Road and to agree the resident consultation process ahead of its acquisition.
- 26.05.19 **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
- 25.05.20 **Next Meeting:** To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 21 July in the Village Hall at 7.30pm.
- To note that meetings through to the next Annual Meeting of the Parish Council are scheduled for: 8 September, 10 November, 12 January, 9 March and 11 May (all meetings on Tuesdays at 7.30pm).



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