

# **TOSTOCK PARISH COUNCIL**

**The Annual Meeting of the Parish Council will be held on  
Tuesday 14 May 2024 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 11.

*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**

- 24.05.01      **To elect the Chair of the Council for the coming year.**
- 24.05.02      **To receive the Chair's Declaration of Acceptance of Office.**
- 24.05.03      **To elect the Vice-Chair of the Council for the coming year.**
- 24.05.04      To receive any apologies for absence.
- 24.05.05      **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.
- 24.05.06      **To approve the minutes of the Ordinary Meeting of the Parish Council held on 12 March 2024.**
- 24.05.07      **Casual Vacancy:**

To consider any applications for co-option to fill the current vacancy on the Council and to take action as appropriate.
- 24.05.08      **Appointments to External Bodies:**
  - 08.1 Village Hall Committee (one representative).
  - 08.2 Pours Estate (Charity) (two representatives).
- 24.05.09      **Council Officers:**

To appoint the following:

  - 09.1 Tree Officer(s)
  - 09.2 Footpaths Officer
  - 09.3 Finance Councillor
  - 09.4 Internal Controls Councillor

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- 24.05.10 **Working Groups:**  
To consider the establishment of a Finance Working Group and, should it be created, its composition.
- 24.05.11 **To invite public questions or comment on any matter on this agenda.**  
(NB: up to three minutes per speaker permitted)
- 24.05.12 **Internal Controls:**  
To review the Internal Control Statement and Report 2024 and to take action as appropriate.
- 24.05.13 **Risk Register:**  
To review the fully-revised Risk Register 2024 and to take action as appropriate.
- 24.05.14 **Annual Governance and Accountability Return 2023-2024:**  
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.
- 24.05.15 **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 2023-2024 Part 2 - "Annual Governance Statement 2023/24" for Tostock Parish Council.
- 24.05.16 **Finance:**  
16.1 To receive the Clerk's report as Responsible Financial Officer including bank reconciliation and to note the 2023-2024 end-of-year budget situation including variances.  
16.2 To authorise payments as presented and to note income received.  
16.3 To review the latest position with Community Infrastructure Levy funding and the plans for its spending.  
16.4 To confirm the Council budget for 2024-2025, revised since January to reflect updated and amended costs and income.  
16.5 To receive the Internal Audit Report 2023-2024, as produced by Heelis and Lodge, to note the recommendations therein and to take action as appropriate.  
16.6 In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 2 of the Annual Governance and Accountability Return 2023-2024 Part 2 - "Accounting Statements 2023/24" for Tostock Parish Council.  
16.7 To note the completion and signing of the Community Infrastructure Levy monitoring report 2023-2024 for submission to Mid Suffolk District Council and publication on the village website.  
16.8 Notwithstanding that residents may request and be given access to Council financial records at any time, to confirm that the statement of

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accounts 2023-2024, 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 Monday 3 June to Friday 12 July 2024 inclusive.

24.05.17 **Asset Register:**

To agree the Asset Register 2024 and to consider any action recommended as a result of the programme of physical inspection of assets carried out by Cllr Storey and Cllr Cross.

24.05.18

To receive reports from:

18.1 County Councillor.

18.2 District Councillors.

18.3 Cllr Blundell - Flooding (based upon a meeting held in Beyton on 14 March 2024 with four other parish councils).

18.4 Cllr Baully and Cllr Cobbold - water supply at the allotments.

24.05.19

**Correspondence - report from Cllr Storey.**

24.05.20

**Ongoing Matters:**

To note or to discuss matters brought forward from previous meetings and to determine action as appropriate:

20.1 Speeding Concerns and Speedwatch.

20.2 Wayleave (The Green).

20.3 Village Drainage Plan.

20.4 Village Sign.

24.05.21

**Planning:**

21.1 To consider any applications received for response/comment to Mid Suffolk District Council including:

DC/24/02074 and DC/24/02075 Old Rectory, Norton Road - erection of orangery and entrance gates; and Listed Building Consent.

21.2 To note any planning applications granted/refused including:

DC/24/00145 and DC/24/00202 The Gardeners Arms, Church Road - application for advertisement consent - replacement signage including one front and one rear on render illuminated fascia sign, one illuminated hanging post sign, one post chalkboard sign and one pavement chalkboard sign. New signage including one car park disclaimer, one post amenity board, and two car park directional signs; and Listed Building Consent. GRANTED;

DC/23/05815 1&2 The Lodge, Norton Road - Listed Building Consent - erection of rear extension and treatment of beams. Works to reinstate the two dwellings into one dwelling, as per Heritage Statement. GRANTED;

DC/23/05826 1&2 The Lodge, Norton Road - erection of cart lodge with log store. Erection of rear extension. Reposition oil tanks. Reinstatement of the two dwellings to one dwelling. GRANTED;

DC/24/01224 Old Rectory, Norton Road - application for Listed Building Consent - replacement of two ground floor windows. GRANTED; and

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DC/24/00784 Willow Cottage, The Leys - works to trees in a Conservation Area - to remove branch overhanging towards property on pine tree, remove one branch growing towards property on pine tree, a two metre reduction to top and sides of birch tree, reduce and re-shape as well as a one metre reduction on a few lateral branches on oak tree, remove dead birch tree and a one metre reduction of birch tree. GRANTED.

21.3 To note any outstanding applications including:

DC/24/01323 The Coach House, Church Road - erection of single storey rear extension. The Council had NO OBJECTION; and

DC/24/01627 4 Ashley Close - conversion of existing double garage to home office and erection of log cabin. The Council had NO OBJECTION;

### 24.05.22 **Policies and Procedures**

22.1 To adopt three new policies - Equality and Diversity, Home Working and Financial Reserves.

22.2 Given a requirement under the Environment Act 2021, to adopt a Biodiversity Policy and to consider how best to produce a biodiversity plan for the village.

### 24.05.23 **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**

24.05.24 Next Meeting: To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 9 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:

2024 - July 9, September 10 (subject to confirmation) and November 12

2025 - January 14, March 11 and May 13

(all meetings on Tuesdays at 7.30pm)



Parish Clerk: Doug Reed, Proper Officer of the Council  
Address: Second Thoughts, Church Road, Elmswell IP30 9DY  
Tel: 01359 241009; 07843850018  
E-mail: [clerk@tostockpc.org.uk](mailto:clerk@tostockpc.org.uk)

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