

Councillors are summoned to
**THE ANNUAL MEETING OF
STOKE BY NAYLAND PARISH COUNCIL**

Tuesday 7 May 2024, 7.30pm, Village Hall; Members of the public are welcome to attend

AGENDA

- 24.5.1 TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN AND SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 24.5.2 TO RECEIVE APOLOGIES FOR ABSENCE**
- 24.5.3 TO RECEIVE DECLARATIONS OF INTEREST IN ANY AGENDA ITEM**
- 24.5.4 PUBLIC FORUM**

The public are invited to give views and question the council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman.
- 24.5.5 TO APPOINT COMMITTEE MEMBERS; REVIEW TERMS OF REFERENCE; REPORT ON AND REVIEW COUNCILLORS' RESPONSIBILITIES**
 - 24.5.5.1 Appointment of planning committee members
 - 24.5.5.2 To Consider Planning and Environment Committee Terms of Reference
 - 24.5.5.3 Councillors responsibilities – to note, and where necessary make, appointments to outside bodies including: RG Committee; VH Committee; LAWC
 - 24.5.5.4 Councillors responsibilities – reporting and liaison: including reporting on grass cutting and footpaths, assets, liaison with police, PCC, primary school, transport
 - 24.5.5.5 Working group membership – Parking Group
- 24.5.6 MINUTES**
 - 24.5.6.1 To approve minutes of the meetings held 5 March 2024
 - 24.5.6.2 To review actions from the minutes not covered by other agenda items
- 24.5.7 TO RECEIVE REPORTS/MAKE REQUESTS OF SCC & BDC C'NCILLORS**
 - 24.5.7.1 Babergh District Council
 - 24.5.7.1.1 (a) Crossfields garages
 - (b) Public realm
 - 24.5.7.2 Suffolk County Council
 - 24.5.7.2.1 Traffic and highways issues
 - (a) Scotland St access to houses across SCC maintained tracks
 - (b) School St traffic
 - (c) Parking
 - (d) Highways and traffic reports to note since the issue of this agenda
- 24.5.8 FINANCIAL MATTERS (JD)**
 - 24.5.8.1 To review and approve annual accounts for 2023-24
 - 24.5.8.2 To review and approve external audit certificate of exemption
 - 24.5.8.3 To review and approve Annual Governance Statement in the annual return
 - 24.5.8.4 To review and approve accounting statements in the annual return
 - 24.5.8.5 To receive RFO's report
 - 24.5.8.6 To approve orders requested for payment
 - 24.5.8.7 Further financial matters arising
- 24.5.9 REVIEW OF POLICIES, REGULATIONS AND INTERESTS**
 - 24.5.9.1 Standing Orders and Financial Regulations (JD)
 - 24.5.9.2 [Roadside Advertising Policy](#) (MN); [GDPR](#) (JD); [Volunteer Policy](#) (JD)
 - 24.5.9.3 Review of assets/adequacy of insurance (JD)
 - 24.5.9.4 Status of members' register of interests (All)
- 24.5.10 NEIGHBOURHOOD PLAN**
 - 24.5.10.1 To receive an update on Neighbourhood Plan progress (SB)
- 24.5.11 TO RECEIVE COUNCILLORS' AND CLERK'S REPORTS**

- 24.5.11.1 Use of Lock-up (AS)
- 24.5.11.2 Progress on website (FG)
- 24.5.11.3 Clutter around war memorial (LW)
- 24.5.12 CLERK AND CHAIRMAN'S CORRESPONDENCE**
- 24.5.13 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**
- 24.5.14 FUTURE AGENDA ITEMS**
- 24.5.15 TO CONFIRM DATE OF NEXT MEETING**
Tuesday 2 July 2024 at 7.30pm at the Village Hall

James Dark, Clerk to the Council, Alde House, Polstead Street, Stoke by Nayland, CO6 4SA 01206 621856 stokepc@hotmail.co.uk

