

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

Tuesday 6 May 2025, 7.30pm, Village Hall; Members of the public are welcome to attend

AGENDA

- 25.5.1 TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN AND SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 25.5.2 TO RECEIVE APOLOGIES FOR ABSENCE**
- 25.5.3 TO RECEIVE DECLARATIONS OF INTEREST IN ANY AGENDA ITEM**
- 25.5.4 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.
- 25.5.5 TO APPOINT COMMITTEE MEMBERS; REVIEW TERMS OF REFERENCE; REPORT ON AND REVIEW COUNCILLORS' RESPONSIBILITIES**
- 25.5.5.1 Appointment of planning committee members
- 25.5.5.2 To Consider Planning and Environment Committee Terms of Reference
- 25.5.5.3 Councillors responsibilities – to note, and where necessary make, appointments to outside bodies including: RG Committee; VH Committee; LAWC
- 25.5.5.4 Councillors responsibilities – reporting and liaison: including reporting on grass cutting and footpaths, assets, liaison with police, PCC, primary school, transport
- 25.5.6 MINUTES**
- 25.5.6.1 To approve minutes of the meetings held 4 March 2025
- 25.5.6.2 To review actions from the minutes not covered by other agenda items
- 25.5.7 TO RECEIVE REPORTS/MAKE REQUESTS OF SCC & BDC C'NCILLORS**
- 25.5.7.1 Babergh District Council
- 25.5.7.2 Suffolk County Council
- 25.5.7.2.1 Traffic and highways issues
- (a) To consider any repairs required to potholes and remedy flooding (VK/MN)
- (b) School St traffic (JF)
- (c) Potential SID purchase (MN)
- (d) Highways and traffic reports to note since the issue of this agenda
- 25.5.8 FINANCIAL MATTERS (JD)**
- 25.5.8.1 To review and approve annual accounts for 2024-25
- 25.5.8.2 To review and approve external audit certificate of exemption
- 25.5.8.3 To review and approve Annual Governance Statement in the annual return
- 25.5.8.4 To review and approve accounting statements in the annual return
- 25.5.8.5 To receive RFO's report
- 25.5.8.6 To approve orders requested for payment
- 25.5.8.7 To consider funding consultant for Boxted Bridge hearing
- 25.5.8.8 Further financial matters arising
- 25.5.9 REVIEW OF POLICIES, REGULATIONS AND INTERESTS**
- 25.5.9.1 [Standing Orders](#) and [Financial Regulations](#) (JD)
- 25.5.9.2 [Roadside Advertising Policy](#) (MN); [GDPR](#) (JD); [Volunteer Policy](#) (JD)
- 25.5.9.3 Status of members' register of interests (All)
- 25.5.10 NEIGHBOURHOOD PLAN**
- 25.5.10.1 To receive an update on Neighbourhood Plan progress (SB)
- 25.5.11 TO RECEIVE COUNCILLORS' AND CLERK'S REPORTS**
- 25.5.11.1 Box Valley South undergrounding scheme (AS)
- 25.5.11.2 Arrangements for Remembrance Sunday (LW)
- 25.5.11.3 Volunteering arrangements (FG)
- 25.5.11.4 Post box, Butt Road (VK)

25.5.11.5 Website (SF/MN)

25.5.11.6 Downs path (SF)

25.5.12 CLERK AND CHAIRMAN'S CORRESPONDENCE

25.5.13 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER

25.5.14 FUTURE AGENDA ITEMS

25.5.15 TO CONFIRM DATE OF NEXT MEETING

Tuesday 1 July 2025 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

