

ELMSWELL PARISH COUNCIL

The Annual Meeting of the Elmswell Parish Council will take place on Monday 18th May 2026 at 7.00 pm at Blackbourne, Elmswell IP30 9UH

AGENDA

- 26.05.01 To elect the Chairman of the Council for the coming year.
- 26.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 26.05.03 Apologies for absence to be noted or accepted.
- 26.05.04 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items, to note any additions or deletions to the Council's Register of Interests and to note any Dispensations.
- 26.05.05 To elect the Vice Chairman of the Council for the coming year.
- 26.05.06 To receive reports from the Planning Committee and from the Complaints Committee.
- 26.05.07 To receive an Annual Report from the Council Chairman for 2025 / 2026.
- 26.05.08 **Proposal: Cllr Pallett;**
That, as per the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, as amended 2020,2021 & 2024, this Council approves the accounts for the 12 months ended 31.03.26, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them off as duly approved.
- 26.05.09 **Proposal: Cllr Pallett;**
That this Council receives and approves the Risk Assessments scheduled at Appendix B as being a proper assessment of the risks facing the Council, that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment herewith tabled as properly reflecting the levels of the Council's financial risk.
- 26.05.10 **Proposal: Cllr Pallett;**
That this Council notes and approves the written Policies scheduled at Appendix C as presenting an appropriate range of guidance regarding the Council's statutory obligations under the various specific areas of concern which are covered.
- 26.05.11 **Proposal: Cllr Pallett;**
That Council acknowledges receipt on 28.04.2026 of the Internal Audit Report for the year ending 31.03.26, commissioned from Heelis & Lodge, as authorised under 25.10.13 and tabled as Appendix D, noting that Council continues to maintain effective governance arrangements including a robust framework of financial administration and internal controls.
- 26.05.12 **Proposal: Cllr Pallett;**
That this Council approves the Annual Governance Statement, tabled as section 1 of the Annual Return to the External Auditor at Appendix E, as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.26 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 26.05.13 **Proposal: Cllr Pallett;**
That this Council approves the Accounting Statement, tabled as Section 2 of the Annual Return to the External Auditor at Appendix F, as being a fair representation of the Council's financial position and of its income and expenditure for the year ended 31.03.26 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 26.05.14 To receive any Annual Reports from Officers of the Council, representatives of the Council on external bodies, Ward Members and other external bodies as appropriate.
14.1 From BMSDC Ward Members Cllrs Overett & Mansell

- 26.05.15 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 26.05.16 To appoint or to confirm the following Officers of the Council or to take other action as appropriate (current post holder in brackets);
 16.1 Footpath Officer (Cllr Hancock)
 16.2 Tree Warden (Janet Spencer)
 16.3 Newsletter Report editing board (Cllr Roots)
 16.4 Safeguarding Lead (Cllr Shaw)
- 26.05.17 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
 17.1 Elmswell Poor's Land Charity to 01.10.2026 (Mrs Linda Waspe, Cllrs Burch & Pallet & Parish Clerk)
 17.2 Blackbourne & Wesley Management Association (Cllrs Burch, Shaw, & Hancock)
 17.3 Elmswell Amenities Association (Cllr Hancock)
 17.4 Community Rail Partnership (Cllr Shaw)
- 26.05.18 To appoint members to the following Committees
 NB Chairman & Vice Chairman of Council are members *ex officio*:
 18.1 Planning Committee (Currently all Members excepting Cllrs Roots & Schofield))
 18.2 Complaints Committee (Currently all Members except Cllr Schofield)
- 26.05.19 To confirm membership of the following organisations, current subscriptions indicated in brackets:
 19.1 Community Action Suffolk (FOC)
 19.2 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
 19.3 National Community Land Trust (CLT) Network (£180.00)
 19.4 MARPA (Mid Anglia Tail passengers Association) (£25.00)
 19.5 The Society of Local Council Clerks (SLCC) (£420.00)
- 26.05.20 To confirm the signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds, Mansel, Roots & Shaw, any two to sign, and that registration for on-line banking is in place for Cllrs Edmonds, Roots, Mansel & Shaw.
- 26.05.21 **Proposal: Cllr Pallett;**
That this meeting notes and acknowledges that;
 (i) **the Elmswell Parish Council continues to satisfy the conditions as set out in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2112 of the Localism Act 2011 and is, therefore,**
 (ii) **eligible to act under the General Power of Competence established in the Act, and**
 (iii) **intends to continue to act under the Power for as long as eligibility criteria remain satisfied.**
- 26.05.22 **Proposal: Cllr Pallett;**
That the Minutes of the Council meeting dated 20th April 2026, as tabled, be agreed as a true record.
- 26.05.23 To receive reports from external bodies as appropriate and to invite questions or comment from Councillors or the public on or arising from those Reports or on any matter on this Agenda.
 23.1 A written report from BMSDC Ward Members Cllrs Jen Overett & Sarah Mansel
- 26.05.24 To note correspondence to this meeting and take action as appropriate.
 24.1 With Cllr Overett re Street Trading Licence
 24.2 With resident and Police re parking, Wetherden Road (circulated)
- 26.05.25 To receive the Clerk's report as per Appendix G.
- 26.05.26 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.
- 26.05.27 To note Planning Results as received from Mid Suffolk District Council:
- | | | | |
|------|--|------------------------------|----------------|
| 27.1 | DC/26/00994 Erection of part two storey...
16 Cooks Road | GRANTED | EPC no comment |
| 27.2 | DC/26/01449 Application to determine...
Botany Bay Farm, Grove Lane | APPROVAL DEEMED NOT REQUIRED | EPC no comment |
| 27.3 | DC/26/01127
Discharge of Conditions DC/23/05878...
Elmswell Tavern, School Road | APPROVED | EPC no comment |

- 26.05.28 To note Planning Applications referred from MSDC for comment:
 28.1 **DC/26/01643**
 Erection of a rear single storey extension and supporting internal alterations
2 Hulver Close
 28.2 **DC/26/01853**
 Application under S73 for the Removal or Variation of Conditions following grant of DC/24/2890 dated 23/08/2024 Town and Country Planning Act 1990 (as amended) Erection of 4no. dwellings (following demolition of barns. - To vary Condition 2 (Approved Plans and Documents) and Condition 16 (External Facing and Roofing Materials) and confirm compliance with Conditions 11 and 12, as per accompanying letter/details/plans submitted.
- 26.05.29 **Proposal: Cllr Pallett;**
That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to The Chief Planning Officer at Mid Suffolk District Council.
- 26.05.30 Any other Planning business for information, to be noted or for inclusion on a future agenda.
- 26.05.31 **Proposal: Cllr Pallett;**
That the Stowmarket Trefoil Guild be thanked for their exemplary stewardship of the Station Road recycling centre for the 6 months to 15th May and that a grant of £400.00 be made to the group's funds.
- 26.05.32 **Proposal: Cllr Pallett;**
That Council receives the Preliminary Ecological Appraisal as commissioned from Connected Ecology ref 26.04.12 on land at Crown Mill and further instructs Connected Ecology to advise on a pre-works check prior to any breaking ground work on the site or significant works to shrubs for a sum not to exceed £650.00 net.
- 26.05.33 **Proposal: Cllr Pallett;**
That Elmswell Parish Council makes a formal Representation of Support to Mid Suffolk District Council relating to their proposal under Schedule 4 of the LGA (Miscellaneous Provisions) 1982 to pass a Resolution to designate streets within its area for the purposes of street trading control stressing that such designation should include all of the streets in Elmswell.
- 26.05.34 To note authorised payments made and income received as per Appendices H and J
- 26.05.35 **Proposal: Cllr Pallett;**
That proposed payments, scheduled as Appendix K, be authorised as necessary.
- 26.05.36 To note Balance as per Appendix L and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 26.05.37 Public comment or question invited on any matter relevant to Council business.
- 26.05.38 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 26.05.39 To note that the next Ordinary Meeting of Council is scheduled for Monday 15th June beginning at 7.30 p.m. at Blackbourne.
- 26.05.40 Close of Meeting.

Signed

Peter Dow

Peter Dow
 Proper Officer