

ELMSWELL PARISH COUNCIL

**The Annual Meeting
of the Elmswell Parish Council will take place on
Monday 19th May 2025 at 7.00 pm
at Blackbourne, Elmswell IP30 9UH**

AGENDA

- 25.05.01 To elect the Chairman of the Council for the coming year.
- 25.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 25.05.03 Apologies for absence to be noted or accepted.
- 25.05.04 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.
- 25.05.05 To elect the Vice Chairman of the Council for the coming year.
- 25.05.06 To receive reports from the Planning Committee and from the Complaints Committee.
- 25.05.07 To receive an Annual Report from the Council Chairman for 2024 / 2025.
- 25.05.08 **Proposal: Cllr Pallett;**
That, as per the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.25, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.
- 25.05.09 **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.
- 25.05.10 **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.
- 25.05.11 **Proposal: Cllr Pallett;**
That Council acknowledges receipt on 23.04.2025 of the Internal Audit Report for the year ending 31.03.25, commissioned from Heelis & Lodge, as authorised under 24.10.13 and tabled as Appendix D, noting that Council continues to maintain effective governance arrangements including a robust framework of financial administration and internal controls.
- 25.05.12 **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 31.03.25 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

- 25.05.13 **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 31.03.25 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 25.05.14 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.
- 25.05.15 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 25.05.16 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)
- 25.05.17 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 & Pallett & Parish Clerk)
17.2 Blackbourne & Wesley Management Association (Cllrs Burch, Shaw, & Hancock)
17.3 Elmswell Amenities Association (Cllr Hancock)
- 25.05.18 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 Cllrs Hawes & Schofield)
- 25.05.19 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) (6.00)
19.5 The Society of Local Council Clerks (SLCC) (£420.00)
- 25.05.20 To confirm the signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds, Hawes, Mansel, Roots & Shaw, any two to sign, and that registration for on-line banking is in place for Cllrs Edmonds, Roots, Mansel & Shaw.
- 25.05.21 **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,**
(iii) **and intends to continue to act under the Power for as long as eligibility criteria remain satisfied.**
- 25.05.22 **Proposal: Cllr Pallett;**
That the Minutes of the Council meeting dated 14th April 2025, as tabled, be agreed as a true record.

- 25.05.23 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 From BWMA
- 25.05.24 To note correspondence to this meeting and take action as appropriate.
24.1 With MSDC re CIL allocation for Elmswell-Woolpit community path
24.2 From householders at Crown Mill re play area (circulated)
24.3 From SCC re briefing on Devolution proposals (circulated)
- 25.05.25 To receive the Clerk's report as per Appendix G.
- 25.05.26 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.
- 25.05.27 To note Planning Results as received from Mid Suffolk District Council:
- | | | | |
|------|--|-----------------|---------------|
| 27.1 | DC/25/00852 Discharge of Conditions... | | |
| | Elmswell Petrol Filling Station | PART-DISCHARGED | EPC objected |
| 27.2 | DC/25/00583 Discharge of Conditions... | | |
| | Elmswell Petrol Filling Station | APPROVED | EPC objected |
| 27.3 | DC/25/00836 Alterations to existing cart lodge... | | |
| | Dagwood Farm, Ashfield Road | GRANTED | EPC supported |
| 27.4 | DC/25/00232 Erection of a home office | | |
| | The Cow Shed, Ashfield Road | GRANTED | EPC supported |
| 27.5 | DC/25/00942 Discharge of Conditions... | | |
| | Elmswell Petrol Filling Station | APPROVED | EPC objected |
| 27.6 | DC/25/01111 Erection of tall totem sign... | | |
| | Elmswell Petrol Filling Station | REFUSED | EPC objected |
| 27.7 | DC/25/00666 Construction of signage... | | |
| | Elmswell Petrol Filling Station | REFUSED | EPC objected |
- 25.05.28 To note Planning Applications referred from MSDC for comment:
- 28.1 **DC/25/01578**
Application for change of use of land to gypsy and traveller siting of up to 4no. static caravans and 4no. touring vans; Construction of hardstanding and ancillary works including alterations to access (retention of)
Land at 5 The Caravans, Kiln Lane
- 28.2 **DC/25/01988**
Change of use of land for vehicular access and hard standing
28 Eastern Way
- 28.3 **DC/25/02087**
Removal of existing pergola, installation of new raised planters, fencing and resin bonded gravel surface to front elevation; Block up existing front entrance door; Construction of pergola with festoon lights, new decorative timber wall, raised planters, patio doors and Indian sandstone paving to side elevation; Construction of covered pergola to beer garden. Relocation of existing smoking shelter to rear yard; Block up garage door opening, install single door; Installation of new kitchen extract ducting.
The Fox, Station Road
- 25.05.29 **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.
- 25.05.30 Any other Planning business for information, to be noted or for inclusion on a future agenda.
30.1 To note enquiry made of Planning Enforcement re occupancy of Broadgrass Green Travellers' site
30.1 To note further enquiry of Planning Enforcement re ditch infill at Oak Lane
- 25.05.31 **Proposal: Cllr Hancock;**
That Council contributes District CIL funding totalling £11,500.00 to the Elmswell RoW Improvement Scheme in partnership with SCC Public Rights of Way Team towards the total Scheme costs of £54,171.34.

- 25.05.32 **Proposal: Cllr Pallett;**
That the Chairman, in liaison with the Clerk and the RFO, be delegated to sign off on a Lease Agreement for the adoption of EV charge points at Blackbourne and at Wesley.
- 25.05.33 To note authorised payments made and income received as per Appendices H and J
- 25.05.34 **Proposal: Cllr Pallett;**
That proposed payments, scheduled as Appendix K, be authorised as necessary.
- 25.05.35 To note Balance as per Appendix L and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 25.05.36 Public comment or question invited on any matter relevant to Council business.
- 25.05.37 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 25.05.38 To note that the next Ordinary Meeting of Council is scheduled for Monday 16th June beginning at 7.30 p.m. at Blackbourne.
- 23.05.39 Close of Meeting.

Signed

Peter Dow

Peter Dow
Proper Officer
14.05.2025