ELMSWELL PARISH COUNCIL

An Extraordinary Meeting of full Council will take place on
Monday 19st October 2026 beginning 7.30pm
at The Blackbourne, Elmswell IP30 9UH,
incorporating those items not yet discussed from the
Ordinary Meeting deferred from 21st September

AGENDA

Published 14.10.26

26.10.20 Apologies for absence to be noted or accepted from Councillors and other apologies noted.

26.10.21 **Proposal: Cllr Pallett;**
To approve the appointment of Stuart Peter Jennings as interim Clerk and Proper Officer to Elmswell Parish Council, on an appropriate hourly rate and for hours to be agreed with Chairman; such employment to continue until the current vacant post is filled on a permanent basis.

26.10.22 **Proposal: Cllr Pallett;**
That the Minutes of the Parish Council Meeting held on the 20th July 2026, as tabled, be agreed as a true record.

26.10.23 **Proposal: Cllr Pallett;**
That the Minutes of the Extraordinary Parish Council Meeting held on the 6th August 2026, as tabled, be agreed as a true record.

26.10.24 **Proposal: Cllr Pallett;**
That the Minutes of the Extraordinary Parish Council Meeting held on the 19th August 2026, as tabled, be agreed as a true record.

26.10.25 **Proposal: Cllr Pallett;**
That the Minutes of the Extraordinary Parish Council Meeting held on the 1st October 2026, as tabled, be agreed as a true record.

26.10.26 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items, to note any additions, deletions or alterations to the Council's Register of Interests and to note any Dispensations.

26.10.27 To receive reports / papers including from external bodies as appropriate and to take questions from Councillors or the public on those reports / papers and on any matter on this agenda.
27.1 Written report from SCC Ward Member Cllr James Patchett
27.2 Written report from MSDC Ward Members Cllr Jen Overett and Cllr Sarah Mansel

26.10.28 To note any correspondence to this meeting.
28.1 A Subject Access Request has been received

26.10.29 To note any matters arising from the previous meeting and to take action as appropriate.

26.10.30 To note any Complaints Committee business for information, to be noted or for inclusion on a future agenda and the date of the next Complaints Committee meeting, if known.
30.1 A complaint has been received and the Complaints Committee will be convened at the earliest.

26.10.31 To note Planning results as notified by Mid Suffolk District Council and to take action as appropriate.
31.1 **DC/26/02981**
Remove major deadwood from 1no. Oak …
Oak Tree House, Spong Lane GRANTED EPC no comment made

31.2 **DC/26/02706**
Change of use of agricultural land to two secure dog exercise paddocks, Land at Grove Lane GRANTED EPC supported

26.10.32 To discuss the following Planning applications as notified by Mid Suffolk District Council and to make comment as appropriate:

32.1 **DC/26/04134**
Application: Erection of a single story side extension to the west elevation
The Siding, Hawk End Lane, Elmswell

32.2 **DC/26/04202**
Application: Construction of formal car parking on site of current grass parking area
St John's Church, Elmswell

32.3 **DC/26/042 C/26/04257**
Application for works to trees subject to Tree preservation Order MS100/A1 – Fell 1no. Scots Pine (T1)
19 Oxer Close, Elmswell

32.4 **DC/26/04405**
Application: Erection of porch to front and associated alterations to fenestration
Fairfield House, Warren Lane, Elmswell

26.10.33 **Proposal: Cllr Pallett;**
That the Council's comments on the Planning applications on this Agenda are made to the Chief Planning Officer at Mid Suffolk District Council as appropriate.

26.10.34 To consider any other Planning business and to take action as appropriate.

26.10.35 To discuss the process for the appointment of a permanent Parish Clerk and to take action as appropriate.

26.10.36 **Proposal: Cllr Pallett;**
That this Council purchases a small safe for installation in the parish office for a sum not to exceed £150.00 net of VAT.

26.10.37 **Proposal: Cllr Pallett;**
That this Council engages its preferred IT support provider to install a council email system for use by all parish councillors and establishes a secure password system for use by all councillors and office employees.

26.10.38 **Proposal: Cllr Pallett;**
That this Council formally approves and accepts the External Auditor's Certificate and Report for the year ended 31st March 2026, signed off by Messrs PKF Littlejohn LLP, as tabled, noting that the Annual Governance and Accountability Return is in accordance with proper practices, that relevant legislation and regulatory requirements have been met, and that the Auditors found no other matters affecting their opinion to be drawn to Council's attention.

26.10.39 To note authorised payments made and income received as per Appendices B and C.

26.10.40 **Proposal: Cllr Pallett;**
That proposed payments, scheduled as Appendix D, be authorised.

26.10.41 To note Balances as per Appendix E and the Chairman's confirmation that the relevant bank statements and computer report verify the published figures.

26.10.42 To invite public comment or questions on matters relevant to Council business

26.10.43 To consider any other Council business from Councillors or the Clerk for information, to be noted, or for inclusion on a future agenda.

26.10.44 To note that the next scheduled Meeting of Council is on Monday 16th November at 7.30pm.

26.10.45 **Proposal: Cllr Pallett;**
That, in view of the personal and confidential nature of subsequent agenda items, the Press and public be required to withdraw from the meeting.

26.10.46 To discuss staff matters in relation to the Parish Council Office and to take such action as may be appropriate.

26.10.47 To discuss staff matters in relation to the Elmswell Tavern and to take such action as may be appropriate.

26.10.48 **Proposal: Cllr Pallett;**
That the meeting be reopened to the Press and public.

26.10.49 Close of Meeting.

Signed

FJ Pallett

Cllr Fred Pallett
Chairman, Elmswell Parish Council
14.10.2026