

ANNUAL MEETING OF STOKE BY NAYLAND PARISH COUNCIL

Tuesday 23 May 2023, 7.30pm, Village Hall; Members of the public are welcome to attend

AGENDA

- 23.5.1 TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN AND SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 23.5.2 TO RECEIVE APOLOGIES FOR ABSENCE**
- 23.5.3 TO RECEIVE DECLARATIONS OF INTEREST IN ANY AGENDA ITEM**
- 23.5.4 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.
- 23.5.5 TO APPOINT COMMITTEE MEMBERS; REVIEW TERMS OF REFERENCE; REPORT ON AND REVIEW COUNCILLORS' RESPONSIBILITIES**
 - 23.5.5.1 Appointment of planning committee members
 - 23.5.5.2 To Consider Planning and Environment Committee Terms of Reference
 - 23.5.5.3 Councillors responsibilities - outside bodies: RG Committee; VH Committee; LAWC
 - 23.5.5.4 Councillors responsibilities – reporting and liaison: reporting on grass cutting, assets; liaison with police, PCC, primary school, transport
- 23.5.6 MINUTES**
 - 23.5.6.1 To approve minutes of the meetings held 3 January 2023, 7 March 2023 and 2 May 2023
 - 23.5.6.2 To review actions from the 7 March 2023 minutes not covered by other agenda items
 - 23.5.6.3 To receive the minutes of the APM held on 19 April 2023
- 22.5.7 TO RECEIVE REPORTS/MAKE REQUESTS OF SCC & BDC C'NCILLORS**
 - 23.5.7.1 Babergh District Council
 - 23.5.7.1.1 (a) To update on confirmation of ownership of garages (SF)
 - (b) To update on repairs to garage roofs (RE)
 - (c) To update on Hastoe publicity event
 - 23.5.7.2 Suffolk County Council
 - 23.5.7.2.1 Traffic and highways issues
 - (a) Yellow lines outside school (VK)
 - (b) Formation of parking group or sub-committee (VK)
 - (c) Local bus service (VK)
 - (d) Highways and traffic reports arising since the issue of this agenda
- 23.5.8 FINANCIAL MATTERS**
 - 23.5.8.1 To review and approve annual accounts for 2022-23
 - 23.5.8.2 To review and approve external audit certificate of exemption
 - 23.5.8.3 To review and approve Annual Governance Statement in the annual return
 - 23.5.8.4 To review and approve accounting statements in the annual return
 - 23.5.8.5 To receive RFO's report
 - 23.5.8.6 To approve orders requested for payment
 - 23.5.8.7 Further financial matters arising
- 23.5.9 REVIEW OF POLICIES, REGULATIONS AND INTERESTS**
 - 23.5.9.1 Standing Orders and Financial Regulations (JD)
 - 23.5.9.2 [Roadside Advertising Policy](#) (MN); [GDPR](#) (JD); [Volunteer Policy](#) (JD)
 - 23.5.9.3 Review of assets/adequacy of insurance (JD)
 - 23.5.9.4 Status of members' register of interests (All)
- 23.5.10 NEIGHBOURHOOD PLAN**
 - 23.5.10.1 To receive an update on Neighbourhood Plan progress (SB)
- 23.5.11 TO RECEIVE COUNCILLORS' AND CLERK'S REPORTS**
 - 23.5.11.1 To consider specification and quotes for Well Housing (JD)
 - 23.5.11.2 Website (FG)

- 23.5.11.3 Review of internet banking arrangements and IT requirements (SF/JD)
- 23.5.11.4 To receive reports arising since the issue of this agenda.
- 23.5.12 CLERK AND CHAIRMAN'S CORRESPONDENCE**
- 23.5.13 TO AGREE ITEMS FOR REPORT IN COMMUNITY NEWSLETTER**
- 23.5.14 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS**
- 23.5.15 TO CONFIRM DATE OF NEXT MEETING**
Tuesday 4 July 2023 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

