



Stoke by Clare

Parish Council

Issue date: 21st May 2025

The Parish Chairman and members of Stoke by Clare Parish Council

You are hereby summoned to attend the **Annual Meeting of the Stoke by Clare Parish Council** to be held on **Wednesday 28th May 2025** at **The Barn, Ashen Lane, Stoke by Clare, CO10 8JA** at 8.00 pm.

Matthew Price PSLCC
Clerk to the Council.

AGENDA

1. **To elect a Chair to hold office until the next Annual Meeting of the Council.**
2. **To receive the Chair's Declaration of Acceptance of Office.**
3. **To elect a Vice-Chair to hold office until the next Annual Meeting of the Council.**
4. **Apologies for Absence.**
To receive and accept any apologies for absence from Members.
5. **Declarations of Interest.**
To receive any Declarations of Interest from Members related to items on this agenda.
6. **Public Participation / Question Time**
Public Participation / Question Time (maximum of 3 minutes per person, 15 minutes total). **If members of the public wish to speak at the meeting, would they please contact the Clerk to the Council 24 hours in advance**
7. **Minutes.**
To confirm the minutes of the meeting(s) held on 26th March 2025 (Copy herewith).

8. **Planning and Licensing Committee**
- a) To appoint a Planning and Licensing Committee until the next Annual Meeting of the Council.
 - b) To resolve that the Planning and Licensing Committee, in accordance with Stoke by Clare Parish Council Standing Orders, be given the delegated authority to express the view of the Council to the relevant planning and licensing authority with regard to applications for planning permission and associated planning matters and licensing applications and any associated matters.
 - c) To appoint a Chair of the Planning and Licensing Committee to hold office until the next Annual Meeting of the Council in accordance with SBCPC Standing Orders.
 - d) To appoint a Vice-Chair of the Planning and Licensing Committee to hold office until the next Annual Meeting of the Council in accordance with SBCPC Standing Orders.
 - e) To appoint members to the Planning and Licensing Committee, to serve until the next Annual Meeting of the Council in accordance with SBCPC Standing Orders.
9. **To appoint any Working Groups**
All groups to be led by elected Councillor.
10. **Reports**
- a) Suffolk County Councilors report
 - b) West Suffolk Councilors report
11. **Members' items and questions (not included elsewhere)**
- a) Bidwell's update – Cllr Dadd – (Verbal report)
 - b) Bowls Club Hut update – Cllr Dadd – (Verbal report)
 - c) Village ditch update – Cllr Kiddy – (Verbal report)
 - d) Village sign update & Thanks – Cllr Dadd – (Verbal update)
 - e) Consider co-option candidates – (Copy herewith)
12. **Finance**
- a) To consider & approve Bank Statements, for Jan 25, Feb 25 & Mar 25 (overrun) – (Copy herewith)
 - b) To consider and approve Bank Authorisation payments for Jan 25, Feb 25 & Mar 25 (Overrun) - (Copy herewith)
 - c) Update on Year end and associated documents – Clerk – (Verbal report)
13. **Items to be discussed in this meeting that have no resolution or agreement**

Matthew Price – Clerk to the Council – 28th May 2025