Minutes of the Annual meeting of Stoke by Clare Parish Council held on Wednesday 27th May 2026 at The Barn, Ashen Road, Stoke by Clare at 19.30.

Present:

Chair	Cllr Dadd
Vice Chair:	Cllr Kiddy
Councillors	Cllr Smith, Cllr Blake James, Cllr Dennehy, Cllr Rook

In Attendance:

Clerk to the Council	Matthew Price – Clerk to the Council

1 To elect a Chair for Municipal year 2026/27
Cllr Dadd was nominated by Cllr Kiddy – 2nd by Cllr Blake James – Unanimous – Cllr Dadd was elected as Chairman of Stoke by Clare Parish Council

2 To receive Chairmans Acceptance of office – Cllr Dadd signed and witnessed by Parish Clerk

3 To elect a Vice Chair for Municipal year 2026/27
Cllr Kiddy was nominated by Cllr Rook – 2nd by Cllr Dadd – Unanimous – Cllr Kiddy was elected as Vice Chair of Stoke by Clare Parish Council

4 Apologies for absence and declaration of interest

- Cllr Dennehy – Personal (work commitments but will attend) – Agreed Unanimous

5 Declarations of interest

- None

6 Public participation

- None

7 Minutes

Minutes of the meeting held on 25th March 2026 – Confirmed and signed by Cllr Dadd.

8 Planning and Licensing Committee

a) To appoint a Planning & Licensing Committee – Unanimous- agreed
b) To resolve that the Planning Committee in accordance with Standing orders be given the delegated authority to express the view of the council for planning application – Unanimous - Agreed
c) To appoint members to the Planning & Licensing Committee – Cllr Dadd, Cllr Kiddy, Cllr Blake James were elected to be members of the committee – Unanimous - Agreed

9 To appoint any Working Parties

a) Cllr Kiddy to be Council representative for the Barn Committee – Unanimous – Agreed

Cllr Dennehy Entered the meeting 19.57pm

10 Review & Adopt Statutory Policies and documents

a) To Approve & Adopt Terms of Reference – Unanimous - Agreed
b) To Approve & Adopt Code of Conduct – Unanimous - Agreed
c) To Approve & Adopt Standing orders – Unanimous - Agreed
d) To Approve & Adopt Financial regulations – Unanimous - Agreed
e) To Approve current banking arrangements and signatories for the year ahead – Cllr Dadd, Cllr Smith to stay as Bank Signatories – Unanimous - Agreed
f) To Agree & confirm 2026/27 Full Council meeting dates – Unanimous - Agreed
g) To review & Confirm Insurance cover in respect of risk – It was unanimously agreed that Zurich be appointed for Insurance cover.
h) To Approve & Adopt Risk Management – Unanimous – Agreed
i) To Approve & Adopt Complaints procedure – Unanimous – Agreed

j) To Approve & Agree Councils Publication scheme – Unanimous – Agreed
k) To Approve & Agree Councils policy on Data protection & Information management policy – Unanimous – Agreed
l) To Approve & Agree Councils accessibility statement – Unanimous – Agreed

11 Annual Governance & Accountability Return

a) To Approve & Agree Annual Governance statement – Unanimous – Agreed
b) To Approve & Agree Full Accounting statement for 2025/26 – Unanimous – Agreed
c) To Approve & Agree Dates for Exercising public rights of June 3rd to July 14th – Unanimous – Agreed

12 Internal & External Audit

a) To receive feedback from External Auditor 2024/25 – Council reviewed the requirements and was happy for the Clerk to update members of work that needs undertaking and bring to council in future meetings all tasks to be agreed as complete – Unanimous – Agreed
b) To approve the Appointment of the Internal Auditor for the Financial year 2025/26 – Memebrs discussed how the internal auditors help the Clerk and the feedback was very good, - Unanimous – Agreed to appoint West Suffolk internal Auditors – Action Clerk to arrange appointment

13 Reports

a) Suffolk County Councillor – Cllr Bennett was delighted to be voted to stand again and support her parishes this term, she informed members of her boundary and that now covered 22 parish Councils, Cllr Dadd congratulated Cllr Bennet again on the outcome and wished her well and look forward to asking for support throughout the year.
b) West Suffolk Councillor – Cllr Rushbrook addressed members in helping to understand the new complex method for the new bin collection , Cllr Rushbrook echoed Cllr Bennetts feedback on the position of council and how the term will be addressed, it was suggested that there is a small pot of locality budget and if the Council had any requirements please present a case quickly as the fund pot will run out, Cllr Dadd welcomed Cllr Rushbrook again and Council look forward to seeing all West Suffolk Councillors through the year

14 Members items and questions

a) Cllr Dadd informed members that the Tree work carried out by Maestro tree works was progressing nicely and ensuring dangerous parts of trees look much more controlled, Cllr Dadd also carried on by informing members that the Play Park needs urgent attention following winter repair and reports, Cllr Kiddy thanked Cllrs Dadd & Smith and Volunteers for their great work in making the play park a safe environment , it was agreed that the Clerk and Chair discuss a plan to start to tick off some play park repairs
b) It was discussed with members that the Council do indeed own the Bowls clubs cabins and the Bowls club chair requires the correct floor and wall coverings to ensure the cabins are water and fire proofed, it was agreed that the Bowls Chair provide quotes to the Clerk for the products to be purchased and returned to council for approval.

15 Finance

a) To Approve Bank Statements for April & May 26 – Unanimous – Agreed & Signed by Chair
b) To Approve payment authorisation for April & May 26 - Unanimous – Agreed & Signed by Chair
c) To nominate a Councillor to conduct an internal control review in line with Assertion 2 of the AGAR covering 2026/27 – Cllr Kiddy was unanimously agreed to support the Clerk – Agreed
d) To Approve Year end accounts for 2025/26 – Unanimous – Agreed
e) Pension re declaration – The Clerk informed members of the purpose of the declaration and it was sent back as requested in May 26 – Unanimous – Agreed and Noted

Meeting closed 20.45pm