**Minutes of the Annual meeting of Stoke by Clare Parish Council held on Wednesday 28th May 2025 at The Barn, Ashden Road, Stoke by Clare at 19.30.**

**Present:**

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| Chair | Cllr Dadd |
| Vice Chair: | Cllr Kiddy |
| Councillors | Cllr Smith, Cllr Sullivan, |

**In Attendance:**

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| Clerk to the Council | Matthew Price – Clerk to the Council |
| | Cllr Marion Rushbrook - West Suffolk Council |
| | 1 M.O.P |

1. **To elect a Chair for the 2025/26 Municipal year** – Cllr Dadd was proposed by Cllr Kiddy – 2nd Cllr Sullivan – Unanimously agreed Cllr Dadd remain as Chair

2. **To receive Chairs declaration of office** – Signed & counter signed by Parish Clerk

3. **To elect a Vice Chair for the 2025/26 Municipal year** – Cllr Kiddy was proposed by Cllr Smith – 2nd Cllr Sullivan – Unanimously agreed Cllr Kiddy remain as Chair

**4 Apologies for absence and declaration of interest**

- Cllr Blake James - Personal

**5 Declarations of interest**

- None

**6 Public participation**

None

**7 Minutes**

Minutes of the meeting held on 26th March 2025 – Confirmed and signed by Cllr Dadd.

**8 Planning & Licensing Committee**

a) To appoint a Planning and Licensing Committee until the next Annual Meeting of the Council. – Unanimously agreed
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 – Unanimously agreed
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. – Unanimously agreed that Cllr Kiddy be Chair of P&L Committee
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. - Unanimously agreed that Cllr Blake James be Vice Chair of P&L Committee
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. – Unanimously agreed – Cllrs Dadd, Kiddy, Blake James

**9 To appoint working parities**

- No formal working parties are within the structure governance of the Council; however, it was unanimously agreed by members that they would all contribute to any village requirements on an ad hoc non-Cllr role

**10 Reports**

a) Suffolk County Council – None

b) West Suffolk Council – Cllr Marian Rushbrook informed members that any resolution to how the West Suffolk team and running due to the new devolution matters was still undecided but will keep all members informed, Cllr Rushbrook also commented that the Net Zero plan for WSC has been extended for 10 years after consideration, Cllr Dadd took this time to pass thanks on via Cllr Rushbrook to Matthew Fox , Community Liaison Engineer @ Suffolk Highways for all his quick thinking and proactiveness when supporting SPCPC with the Gateway Sign issues.

c) Cllr Dadd thanked Marion for all her hard work and hoped that all internal issues and changes would be resolved quickly and offered any support she needed.

**11 Members items and Questions (not included elsewhere)**

- Cllr Dadd informed members of the Payment issues regarding the Football Clubs new fence and the correspondence he has had with Bidwell's, it was unanimously agreed that the Parish Council would need to support the Football Club in donating the remaining balance as Bidwell's would not
- Bowls Club Update – Cllr Dadd thanked all at the Bowls club for the ongoing work to make the new Huts a reality and welcomed them into the village later this year, it was also agreed and signed by the Chair the memorandum of agreement set out by The Bowls Club
- Village Ditch – Cllr Kiddy asked for help and support on clearing the ditch again in front of Sharon & Derek's cottage, Cllr Dadd informed Cllr Kiddy plans are in place and happy for her to report back that the clearing will be completed
- Village Sign – Cllr Dadd previously through Cllr Rushbrook again thanked Matthew Fox for all his help and support on this matter in repairing and replacing the village sign, it has made a great clean and new visual impact upon entering the parish
- Co-Option – Cllrs were in receipt of a synopsis from Mrs Sarah Rook – it was unanimously agreed that Mrs Rook be co-opted into Council – Mrs Rook accepted the member seat and was actioned to complete and send back all of the Acceptance of Office forms to the Clerk.

**12 Finance**

- To consider & approve Bank statements for – Jan 25, Feb 25 & Mar 25 – Agrred and signed by Cllr Dadd
- To consider and approve Bank Authorisation forms for – Jan 25, Feb 25 & Mar 25 – Agreed and signed by Cllr Dadd
- Update on Year end – The Clerk informed members the Year end and Internal audit is booked for 3rd week of June, things are taking longer than expected due to previous financial years input, but was positive of a great outcome and compliance, and hoped future year end compiling would be simplified and a lot quicker.

Meeting closed: 20.45pm.