

# TOSTOCK PARISH COUNCIL

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**Minutes of the Ordinary Meeting of the full Council  
held on 10 March 2026 at 7.30pm in Tostock Village Hall  
(Approved 12.05.26; minute 26.05.06 refers)**

**Present:** Cllr Jane Storey (Chair), Cllr Michael Bauly, Cllr David Blundell,  
Cllr Paul Callow, Cllr Roger Cross, Cllr Julian Kearsley,  
Cllr Glenn Lebbon, Cllr Andrew Sharkey and Cllr Sue Smith.

**In Attendance:** County Cllr Andrew Mellen;  
Seven members of the public; and  
Parish Clerk: Doug Reed.

**26.03.01 Apologies for Absence**  
None.

**26.03.02 Declarations of Interest and Dispensations**  
**02.1 Interests:** Cllr Bauly and Cllr Storey each declared a non-pecuniary interest in agenda item 26.03.05 Village Hall Improvement Project (minute 26.03.05) being related to a member of the Village Hall Charity who was in attendance.  
**02.2 Dispensation Requests:** None.  
**02.3 Dispensation Decisions:** None.

**26.03.03 County and District Councillors' Reports**  
**03.1 County Councillor:** Cllr Mellen presented his report and provided an update on the latest situation with regard to County Council elections now scheduled to be held on 7 May.  
**03.2 District Councillors:** Both Cllr Bradbury and Cllr Richardson had sent apologies. The written report from Cllr Richardson, circulated to councillors, was duly noted.

**26.03.04 Public Comment and Questions**  
None.

**26.03.05 Village Hall Improvement Project**  
Mr Graham MacDowall and fellow members of the Village Hall Charity attended to update councillors on the latest position regarding the project. He reported on the planned phased approach being taken and progress to date. He confirmed that grant applications were due to be submitted imminently with decisions on those applications likely to be notified in July. Required quotations had been received for consideration in April. If all went well, it was hoped that work on the project might start towards the end of 2026. Various questions, particularly concerning funding, were raised. Mr MacDowall and colleagues were thanked for making to the time to present the current position and answer councillor queries. The Council was grateful for the update and reconfirmed its financial commitment to the project from its Community Infrastructure Levy funding.

# TOSTOCK PARISH COUNCIL

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## **26.03.06 Village Website**

Cllr Storey had met with the village resident who had offered to manage the website and the potential ways he suggested that the facility might be developed. It was agreed that he be asked to look further into what might be done and supplied with information from Suffolk Cloud, the current website provider. Cllr Callow and Cllr Sharkey would seek to meet with the gentleman to discuss matters further.

## **26.03.07 Minutes of the Last Parish Council Meeting**

It was resolved that the minutes of the Ordinary Meeting of the Parish Council, held on 13 January, be signed as a true record.

## **26.03.08 Land Registry**

In August of 2025 (minute 25.08.09 refers) the Council agreed to engage Atkins Dellow Solicitors to undertake relevant work with the Land Registry at a total cost of £1,610.40 including VAT, plus any additional expenses and disbursements which might be incurred, to register its ownership of the Village Green and The Leys. Cllr Callow reported that since that decision was taken, significant further costs had been highlighted about which the Council needed to be made aware in case the perceived benefits of pursuing the way forward were no longer considered to be worthwhile. After a discussion, the matter was put to a vote with a unanimous outcome in favour of continuing the process but within a financial limit of £2,500.00 plus VAT. Cllr Callow would also speak with the solicitor acting for the Council to see if anything might be avoided, not least the suggestion that a highways search was a required at a cost of £720.00.

## **26.03.09 Correspondence**

Cllr Storey reported on items both sent to and received by the Council. She noted the following in particular:

- ◆ Land off Flatts Lane which, further to a 2025 tribunal judgement had been formally registered in the name of Suffolk County Council, had been the subject of an appeal hearing in the Royal Courts of Justice. The presiding judge rejected the appeal. However, the matter remained 'live' for now given that an appeal against that rejection was still possible.
- ◆ She had spoken with the volunteers who had offered to manage the Council defibrillator. It transpired that the device needed a software update which required it to be moved off site. Pending its return, an interim device would be installed to ensure continuity of availability.

## **26.03.10 Finance**

**10.1 Responsible Financial Officer:** It was noted that the NatWest current account stood at £8,200.63 and the reserve account at £59,175.54 further to which it was resolved that the reconciliation be approved. Of the total it was noted that £53,516.21 was Community Infrastructure Levy funding which could not be spent on day-to-day matters.

**10.2 Payments and Income:** It was resolved that the schedule of payments be approved. The schedule comprised the following:

- ◆ Gipping Press Ltd: "Tostock Chronicle" (February/March) - £267.00;

# TOSTOCK PARISH COUNCIL

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- ◆ Clerk: salary (January) - £353.03;
- ◆ HMRC: PAYE and NI (January) - £93.65;
- ◆ Clerk: homeworking allowance (January) - £26.00;
- ◆ Clerk: salary (February) - £353.03;
- ◆ HMRC: PAYE and NI (February) - £93.65;
- ◆ Clerk: homeworking allowance (February) - £26.00; and
- ◆ Tostock Village Hall: venue hire (October-December) - £15.00.

Income received was duly noted as follows:

- ◆ NatWest: reserve (deposit) account interest - £46.14;
- ◆ NatWest: reserve (deposit) account interest - £43.09; and
- ◆ "Tostock Chronicle": advertising - £190.00.

**10.3 Community Infrastructure Levy:** The funding position was noted.

**10.4 Regular Council Payments:** Pursuant to Financial Regulation 6.6, it was resolved that regular payments for 2026-2027 be authorised in advance so that the Clerk might effect such payments by bank transfer as they became due - the payments being the Clerk's salary, PAYE, and NI; administrative and councillor expenses; "Tostock Chronicle" printing costs; data protection registration; annual bin emptying service fee; venue hire costs; subscriptions; litter-picker costs; and insurance, audit, maintenance/repairs and website fees.

**10.5 July Council Meeting:** To ensure compliance with the 2025-2026 audit timetable it was agreed that the Ordinary Council Meeting scheduled for 14 July be put back one week to 21 July.

**10.6 "Tostock Chronicle" Advertising:** Further to a recent query, it was confirmed by the Council that any and all profit-seeking/making businesses had to pay for advertisements in the publication.

## **26.03.11 Speeding Device**

The Council considered the latest position regarding speeding through the village and it was proposed that a further solar-powered device on offer from Elan City should be purchased for potential installation on Leys Road. Suffolk Highways would be contacted regarding the precise position and installation of a post on which to mount the device. The proposal was carried, with all costs to be met by Community Infrastructure Levy funding.

## **26.03.12 Internal Controls**

The Internal Control Statement and Report 2025-2026 was reviewed, approved without amendment and duly signed by the Cllr Storey. The Council was assured that its ongoing system of internal control was in place and sound, facilitating the effective exercise of its functions and the achievement of its aims and objectives including the financial and operational management of the authority and arrangements for the proper handling and mitigation of risks. The report incorporated a review of existing policies, regulations and procedures which were confirmed as current and appropriate for the Council.

## **26.03.13 Parish Council Promotion**

Cllr Callow suggested that more could be done to publicise activities the Council promoted or funded given that some, if not many, residents were

# TOSTOCK PARISH COUNCIL

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possibly unaware of everything the Council did. It was reported that other local villages were seeking to do this and that the Council could benefit from following suit. The suggestion was agreed and Cllr Storey, given her various roles in particular, noted immediate ways in which this could be achieved. All councillors, however, were asked to give further consideration to how the objective might be pursued.

## **26.03.14 Policies and Procedures**

Further to continuing work to revise and update policies and procedures, especially in the context of new audit requirements, the Council resolved to adopt the IT Policy and Personal Data Audit as presented.

## **26.03.15 Ongoing Matters**

◆ Cllr Cross noted that CityFibre, which had installed electronic communication apparatus throughout the village, had still to complete promised work in Flatts Lane. The situation would continue to be monitored.

◆ Cllr Smith confirmed the receipt of 420 (free) saplings and kindly offered to organise their distribution.

## **26.03.16 Planning**

### **16.1 New Applications:**

None.

### **16.2 Decisions:**

None.

### **16.3 Applications Awaiting Decision:**

DC/26/00434 The Court House, Tostock Place, Church Road - erection of a driveway entrance gate and fencing along the property boundary. The Council had NO OBJECTION; and

DC/26/00640 Gable End, Leys Road - erection of a single story side extension to kitchen, removal of old utility room. The Council had NO OBJECTION.

## **26.03.17 Matters for the Attention of the Council**

None.

## **26.03.18 Next Meeting**

It was noted that the Annual Meeting of the Council would be held on Tuesday 12 May at 7.30pm in Tostock Village Hall prior to which the Annual Parish Meeting would be held on Tuesday 14 April at 7.30pm in the same venue. It was noted that councillors were not obliged to attend the latter.

## **26.03.19 Motion to Exclude the Press and Public**

It was resolved to exclude the press and public from the meeting for the final substantive agenda item on the grounds that, while any decision was of public interest and would need to be recorded formally, the discussion leading to that decision would be likely to involve personal and/or confidential data which it was not in the public interest to disclose and which needed to be properly safeguarded on behalf of all concerned.

# **TOSTOCK PARISH COUNCIL**

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## **26.03.20 Easement (Village Green)**

It was reported that the Deed of Easement had now been received regarding The Old Post Office. This incorporated the schedule of payments which had been agreed by the parties concerned. The Council welcomed and approved the formal Deed which was duly signed on behalf of the Council by two authorised signatories. The original document would now be forwarded to the Council solicitor for completion. Having taken on and progressed the easement process to its imminent conclusion, Cllr Callow was thanked by other councillors for the considerable time and effort he had spent on the process to achieve the satisfactory result.

**There being no further business the meeting closed at 9.07 pm.**