

# TOSTOCK PARISH COUNCIL

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## Minutes of the Annual Meeting of the full Council held on 12 May 2026 at 7.30pm in Tostock Village Hall

**Present:** Cllr Jane Storey (Chair), Cllr Michael Baully, Cllr Paul Callow, Cllr Roger Cross and Cllr Glenn Lebbon.

**In Attendance:** Two members of the public; and  
Parish Clerk: Doug Reed.

**26.05.01 Election of Chair**

It was proposed by Cllr Cross, seconded by Cllr Callow, that Cllr Storey be elected Chair for the coming year. The proposal was carried.

**26.05.02 Declaration of Acceptance of Office**

Cllr Storey duly signed the Declaration of Acceptance of Office of Chair.

**26.05.03 Election of Vice-Chair**

It was resolved unanimously that this position be left unfilled.

**26.05.04 Apologies for Absence**

Accepted from Cllr David Blundell due to a family health issue, Cllr Julian Kearsley who had a prior family commitment, Cllr Andrew Sharkey who was on holiday and Cllr Sue Smith who was also on holiday.

**26.05.05 Declarations of Interest and Dispensations**

**05.1 Interests:** None.

**05.2 Dispensation Requests:** None.

**05.3 Dispensation Decisions:** None.

**26.05.06 Minutes of the Last Parish Council Meeting**

It was resolved that the minutes of the Ordinary Meeting of the Parish Council, held on 10 March, be signed as a true record.

**26.05.07 Appointment to External Bodies**

**07.1 Village Hall Committee:** It was resolved that Cllr Cross represent the Council on this Committee for the coming year.

**07.2 Poor's Estate:** It was resolved that Cllr Baully and Cllr Smith should represent the Council on the Committee of this charity.

**26.05.08 Council Officers**

The following appointments were agreed unanimously:

**08.1 Tree Officers** - Mrs Becky Smith and Mr Ben Smith.

**08.2 Footpaths Officer** - Cllr Sharkey.

**08.3 Finance Councillor** - Cllr Kearsley.

**08.4 Internal Controls Councillor** - Cllr Storey.

**26.05.09 Working Groups**

It was resolved that the Finance Working Group should continue to comprise Cllr Kearsley (Chair), Cllr Callow, Cllr Sharkey and Cllr Storey.

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## 26.05.10 Public Comment and Questions

The Council was asked about the likelihood of compiling a Neighbourhood Plan given concerns about the seeming increase in tree removal in parts of the village which could also lead to the potential for further development. The Chair confirmed that such a Plan had been considered previously but rejected due to both the cost and the time required to undertake the task. However, the decision was always open to be reviewed, not least once the current reorganisation of local government had been completed. In the meantime, matters would continue to be monitored.

## 26.05.11 Annual Governance and Accountability Return 2025-2026

Given that the higher of gross Council income or gross expenditure was £25,000 or less, and that the qualifying criteria had been met, the Council resolved to certify itself as exempt from a limited assurance review ('external audit') whilst committing to the publication, on the village website, of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

## 26.05.12 Council Governance

In compliance with the Accounts and Audit Regulations 2015, it was resolved that Section 1 of the Annual Governance and Accountability Return 2025/26 Form 2 - "Annual Governance Statement 2025/26" for Tostock Parish Council - be approved, completed and duly signed, as required, by the Chair and Clerk.

## 26.05.13 Finance

**13.1 Responsible Financial Officer:** It was noted that the NatWest current account stood at £10,150.57 and the reserve account at £64,700.46 further to which it was resolved that the reconciliation be approved. Of the total £54,452.01 was Community Infrastructure Levy funding.

**13.2 Final 2025-2026 Budget Position:** The financial situation continued to be healthy with the end-of-year budget showing a surplus. This was due to various factors, including the continued rise in income from "Tostock Chronicle" advertising. In addition, savings had been achieved in several areas of expenditure and the General Reserve had increased to a good level as a product of interest accrued from the Council deposit account.

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

- ◆ Clerk: salary (March) - £353.03;
- ◆ HMRC: PAYE and NI (March) - £93.65;
- ◆ Clerk: homeworking allowance (March) - £26.00;
- ◆ Gipping Press Ltd: "Tostock Chronicle" (April/May) - £267.00;
- ◆ Suffolk Cloud: website provision - £120.00;
- ◆ Clerk: administrative expenses (March) - £10.25;
- ◆ C Weeks: Land Registry plans - £110.00;
- ◆ Clerk: reimbursement of employer NICs (2025-2026) - £53.39;
- ◆ Clerk: salary (April) - £357.48;
- ◆ HMRC: PAYE and NI (April) - £93.65;

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- ◆ Clerk: homeworking allowance (April) - £26.00;
- ◆ Clerk: travel expenses (internal audit) - £25.20;
- ◆ O Holland: litter-picking - £92.99;
- ◆ Tostock Village Hall: venue hire (January-March) - £30.00;
- ◆ Crochet Group: grant from Mid Suffolk District Council (paid via the Council) - £350.00; and
- ◆ Suffolk Association of Local Councils: subscription - £285.90.

Income received was duly noted as follows:

- ◆ Mid Suffolk District Council: precept (April-September) - £6,159.00;
- ◆ NatWest: reserve (deposit) account interest (March) - £45.72;
- ◆ NatWest: reserve (deposit) account interest (April) - £43.30;
- ◆ Atkins Dellow Solicitors: easement (first instalment) - £2,000.00;
- ◆ "Tostock Chronicle": advertising - £110.00; and
- ◆ HMRC: VAT refund (2025-2026) - £1,061.28.

**13.4 Community Infrastructure Levy:** The new funding position was noted.

**13.5 Budget 2026-2027:** It was resolved that the revised budget, updated to reflect money carried forward from 2025-2026 and further known costs and adjustments, be confirmed and approved.

**13.6 Accounting Statements 2025-2026:** In compliance with the Accounts and Audit Regulations 2015, it was resolved that Section 2 of the Annual Governance and Accountability Return 2025/26 Form 2 - "Accounting Statements 2025/26" for Tostock Parish Council - be approved, completed and duly signed, as required, by the Chair and Clerk.

**13.7 Community Infrastructure Levy:** Councillors noted the completion and signing of the 2025-2026 Community Infrastructure Levy monitoring report for submission to Mid Suffolk District Council and publication on the village website.

**13.8 Notice of Public Rights (2025-2026 Accounts):** Notwithstanding that residents may request and be given access to Council financial records at any time, it was confirmed that the statement of accounts 2025-2026, i.e. the Annual Governance and Accountability Return (AGAR) Form 2, the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records be formally made available for inspection by any person interested from Wednesday 3 June to Tuesday 14 July 2025 inclusive.

## **26.05.14 County and District Councillors' Reports**

**14.1 County Councillor:** Further to recent County Council elections a new member had been elected to represent the village. However, Cllr Matt Bentley had only just assumed the role and was unable to attend.

**14.2 District Councillors:** Cllr Richardson had sent apologies but had provided a report as circulated to councillors and published on the village website with the Council agenda. Cllr Bradbury did not attend.

## **26.05.15 Correspondence**

None.

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## 26.05.16 Ongoing Matters

Cllr Cross highlighted the continuing concern that Flatts Lane had still not been provided with the promised upgrade to full-fibre broadband. The Clerk would pursue the relevant company, CityFibre, once again for news.

## 26.05.17 Planning

### 17.1 New Applications:

None.

**17.2 Decisions:** The following application results were noted:

DC/26/00434 The Court House, Tostock Place, Church Road - erection of a driveway entrance gate and fencing along the property boundary.

GRANTED; and

DC/26/00640 Gable End, Leys Road - erection of a single story side extension to kitchen, removal of old utility room. GRANTED.

### 17.3 Applications Awaiting Decision:

DC/26/01624 Livingston House, Flatts Lane - works to trees in a Conservation Area - reduce canopies of three maple (T1-T3) to five metres and remove branch from one tree (T4). The Council had NO OBJECTION (with comments);

DC/26/01597 The Old Post Office, The Green - works to trees in a Conservation Area - remove one oak tree (T1); and reduce the height of one holly tree (T2) to approximately five metres. The Council OBJECTED (with comments);

DC/26/01019 Glentor, Norton Road - erection of a single storey extension. The Council had NO OBJECTION; and

DC/26/01745 Gable End, Leys Road - erection of double garage and workshop/workroom and associated external works. The Council had NO OBJECTION.

## 26.05.18 Speed Indicator Device

Having determined the proposed location of the new device in Leys Road it was necessary to consult with affected residents to ensure there were no objections. The Clerk would draft an appropriate letter which Cllr Storey offered to deliver.

## 26.05.19 Matters for the Attention of the Council

None.

## 26.05.20 Next Meeting

It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 21 July at 7.30pm in Tostock Village Hall.

Thereafter, meetings through to the next Annual Meeting of the Parish Council were confirmed as scheduled for:

2026 - 8 September and 10 November; and

2027 - 12 January, 9 March and 11 May.

**There being no further business the meeting closed at 7.57 pm.**