

WICKHAM SKEITH PARISH COUNCIL

Chair Person: Harriet Bowes
Clerk: Tina Newell
Meadow View
Oak Farm Lane
Mendlesham IP14 5TE

wickhamskeith-pc.gov.uk
clerk@wickhamskeith-pc.gov.uk
07767 163706

Councillors: You are hereby summoned, and members of the press and public are hereby invited, to attend the Annual meeting of the Parish Council on Monday 11 May 2026 immediately following the Annual Parish Meeting (which will commence at 19:30) in Wickham Skeith Village Hall to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

This meeting will be recorded and anyone speaking at the meeting will have deemed to have given consent to being recorded.

AGENDA

1. **Appointment of Chairperson:** To elect a Chairman of the Parish Council and receive the Chairman's Declaration of Acceptance to Office.
2. **Co-option:** To receive application/s for the posts of Parish Councillor (two) and vote on the appointments.
3. **Appointment of Vice Chairperson:** To elect a Vice Chairperson of the Parish Council.
4. **Apologies for absence:**
 - a. Councillors to receive any apologies for absence.
 - b. Councillors to vote on acceptance to apologies for absence.
5. **Declarations of Interest and Dispensation considerations:**
 - a. To receive any Councillors' Interests in subsequent agenda items.
 - b. To receive and consider any requests for dispensations.
6. **Minutes of previous meeting:** Councillors to approve the minutes of the meeting held on 2 March 2026 as a true record of the decisions made.

7. Public Forum:

- a. Councillors are asked to raise any questions resulting from the receipt of Rowland Warboys (RW) District Councillor monthly report.
- b. Councillors are invited to ask the County Councillor questions further to the receipt of the monthly report.
- c. To receive comments of questions from members of the public.

8. Planning:

- a. Councillors to note there have been no planning applications made to the District Council relating to Wickham Skeith since the last meeting.
- b. Councillors to note there have been no determinations made by the District Council relating to Wickham Skeith since the last meeting.
- c. Councillors to receive an update on the registration of land known as 'The Grimmer'.

9. Finance (all supporting paperwork appended):

- a. **To approve the finance report for the year ended 31 March 2026:**
 - I. Bank reconciliation
 - II. Budget to actual payments and receipts
 - III. Reserves
 - IV. Asset register
 - V. Community Infrastructure Levy
- b. To approve the bank reconciliation for the period ended 30 April 2026.
- c. To note receipts since the last meeting.
- d. To approve payments to be made and ratify any payments made since the last meeting.
- e. To consider adding Councillors to the Unity Trust account.

10. Governance:

- a. To receive and adopt the Internal Audit report for the year ended 31 March 2026
- b. To consider and approve the completion of the Annual Governance Statements (section one) of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025.
- c. To consider and approve the Accounting Statements (section two) as transposed on the AGAR for the year ended 31 March 2025.
- d. To certify Wickham Skeith Parish Council is exempt from a limited assurance review for the year ended 31 March 2026 and complete the Certificate of Exemption.

- e. To agree the dates for public inspection of the accounts.
 - f. Councillors to review and consider re-adopting the Standing Orders.
 - g. Councillors to review and consider re-adopting the Financial Regulations.
 - h. Councillors to review and agree re-adoption of the Code of Conduct.
 - i. To appoint members and review the terms of reference for the Staffing Committee.
 - j. To consider the appointment of members/residents to the following positions/working groups:
 - i. Asset management
 - ii. Biodiversity
 - iii. Community Emergency Plan
 - iv. Community Infrastructure Levy
 - v. Neighbourhood Plan
 - vi. Road safety
 - k. To agree continuation of the Parish Council subscriptions to the following external bodies:
 - I. Suffolk Association of Local Councils (SALC) (paid subscription)
 - II. Community Action Suffolk (CAS) (no charge)
 - l. To agree dates of forthcoming meetings.
11. **Correspondence:**
 12. **Other matters for inclusion on a future agenda:**
 13. **Councillors to consider and agree dates for future Parish Council meetings.**
 14. **Councillors to resolve to exclude members of the Press & Public** (Public Bodies (Admission to Meetings) Act 1960, Section 1(2), in conjunction with Schedule 12A of the Local Government Act 1972) due to the confidential staffing matters
 15. **Councillors to note the resignation of the Parish Clerk.**
 16. **Councillors to receive applications for the position of Parish Clerk & Responsible Financial Officer and agree an appointment.**
 17. **Close the meeting.**

Tina

Tina Newell | Clerk Wickham Skeith Parish Council