

Easton Parish Council

AGENDA FOR ANNUAL MEETING OF EASTON PARISH COUNCIL ON TUESDAY 11 MAY 2026 – 7.45PM Easton & Letheringham Village Hall

**Councillors are summoned to attend
Members of the Public and Press are invited**

- 1. ELECTION OF CHAIR AND VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. PRESENT & APOLOGIES**
- 3. COMMENTS FROM MEMBERS OF THE PUBLIC ON ITEMS ON THIS AGENDA AND FOR CONSIDERATION OF FUTURE AGENDA ITEMS**
(maximum duration ten minutes, up to two minutes per person)
- 4. RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 5. RECEIVE ANY CHANGES TO MEMBERS INTERESTS**
- 6. RECEIVE ANY DECLARATIONS OF INTERESTS RELATING TO AGENDA ITEMS**
- 7. APPROVE MINUTES OF MEETING ON 23 MARCH 2026**
- 8. AGREE COUNCILLORS' ROLES AND RESPONSIBILITIES:**
 - 8.1. Highways
 - 8.2. Footpaths
 - 8.3. Emergencies
 - 8.4. Play Area
 - 8.5. Cemetery
 - 8.6. Planning overview
- 9. FINANCE MATTERS:**
 - 9.1. Confirm bank account balances as at 4/5/26: Community Acc. £9,603.49; Business Premium Acc. £7,519.55
 - 9.2. Signing of bank statements received since last meeting: Community Acc. issued on 31/3/26 & 30/4/26; Business Premium Acc. issued 31/3/26
 - 9.3. Consider and approve Financial Reports: 17/3/26 to 31/3/26 & 1/4/26 to 4/5/26
 - 9.4. Confirm the Council's expenditure under s.137 Local Government Act 1972 in 2024-25 (£0.00)

- 9.5. Review council / staff subscriptions to other bodies - SALC membership fees £213.17 (26-27)
- 9.6. Consider and approve report of payments and receipts for 2025-26
- 9.7. Consider and approve bank reconciliation for 2025-26
- 9.8. Review council contracts: Kindlewood & Parish Clerk/RFO
- 9.9. Review and confirm bank mandate arrangements

10. AUDIT MATTERS:

- 10.1. Review and approve Internal Audit Report (SALC) (2025-26)
- 10.2. Review and approve Internal Audit Action Plan (2025-26)
- 10.3. Review effectiveness of Internal Auditor (2025-26)
- 10.4. Approve appointment of Internal Auditor for 2026-27)
- 10.5. Review and sign AGAR Form 2 – Certificate of Exemption (2025-26)
- 10.6. Review and sign AGAR Form 2 – Annual Governance Statement (2025-26)
- 10.7. Review and sign AGAR Form 2 – Accounting Statements (2025-26)
- 10.8. Consider, approve Explanation of Variances (2025-26)
- 10.9. Review and approve Notice for the Exercise of Public Rights and confirm publication dates

11. REVIEW ASSET REGISTER

12. POLICIES – To review and adopt

- 12.1. Standing Orders
- 12.2. Financial Regulations
- 12.3. Freedom of Information Policy
- 12.4. Data Protection Policy – (deferred)
- 12.5. Code of Conduct
- 12.6. IT Policy
- 12.7. Risk Assessment

13. REVIEW ARRANGEMENTS FOR INSURANCE COVER

14. MATTERS TO REPORT ON FROM LAST MEETING:

- 14.1. Domain name / gov.uk email addresses
- 14.2. Sizewell Community Fund applications
- 14.3. Issues with gov.uk website

15. PLAY AREA:

- 15.1. Renewal of lease for play area / playing field

16. PLANNING APPLICATION CONSULTATIONS:

- 16.1. **TO NOTE:** DC/26/1407/TCA; 1 x Ash Tree (T1 on plan) - crown reduce to 4 metres; Downton Cottage, The Street, Easton, IP13 0ED.
- 16.2. **TO NOTE:** DC/26/1199/FUL; installation of a L3m x W1.8m x H2.46m prefabricated timber shed on an existing area of shingle; 5 Home Farm Barns, Wickham Market Road, Easton, IP13 0ET
- 16.3. **TO CONSIDER:** AP/26/0024/REFUSE; Appeal of refusal under planning app number DC/25/2500/FUL; land at Home Farm, Wickham Market Road, Easton.

17. HIGHWAYS:

17.1. Analysis of SID Data

17.2. Framlingham Road – location of SID

18. REVIEW OF ANNUAL PARISH MEETING – 20 APRIL 2026

19. REVIEW OF VILLAGE TIDY-UP – 25 APRIL 2026

20. SUGGESTED AGENDA ITEMS FOR NEXT MEETING

21. FIX DATES OF MEETINGS 2026-2027

Proposed dates: 20 July 2026; 14 September 2026; 16 November 2026; 18 Jan 2027; 15 March 2027 & 17 May 2027 (Annual General Meeting)