



NOTICE OF ANNUAL PARISH COUNCIL MEETING

TO: Parish Councillors of West Row Parish Council

You are duly summoned to attend the next meeting of West Row Parish Council to be held on Wednesday 21st May 2025 at 7:00 pm at West Row Outdoor Bowls Club, Beeches Road, West Row IP28 8NY.

Public Attendance

Members of the public and press are welcome to attend. At Item 4, the public will be invited to give their views or questions to the Parish Council on issues on the agenda or raise issues for consideration for inclusion at future meetings. Members of the public who do not wish to attend in person may submit written representation on issues to be covered in the agenda, or items in general which will be noted for further consideration. This item will generally be limited to 10 minutes duration and will be followed by any County/District Councillors', RAF Mildenhall and Police reports.

The Openness of Local Government Bodies Regulations 2014

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

A G E N D A

WELCOME

- 1. Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office for the position.**
- 2. Nomination for and Election of Vice Chair inc. signing of the Declaration of Acceptance of Office for the position.**
- 3. Apologies for acceptance and absence.**
- 4. Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council as part of her contract of employment.**
- 5. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence.** To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence.



6. **To receive member's declaration of interest and dispensations relating to items in this agenda.** In accordance with Section 31 of the Localism Act 2011, members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests, and non-pecuniary interest in **any items(s) on the agenda.**
7. **To resolve that the minutes of the meetings of the council held on Wednesday 16th April 2025 are a true and correct record (Paper A).**
8. **Public Participation session to include District, County Councillors, RAF Mildenhall and Police reports, plus representation from electors of the Parish.**
 - a. County Councillor Colin Noble – Suffolk County Council
 - b. District Councillor Don Waldron – West Suffolk Council
 - c. Squadron Leader Andy Bell – RAF Mildenhall
 - d. Sergeant Peter Maxwell – Community Police Officer
9. **Planning Matters**
 - a. **DCON(C)/21/2337** – Application to discharge conditions 25 (details of estate roads) and 28 (details of parking, turning etc) of application DC/21/2337/OUT. Land East of Beeches Road, Beeches Road, West Row **(Paper B).**

10. Matters Relating to Governance

11. Financial Matters

To receive the following information and to approve payments.

- a. Approval and Authorisation of Payments for May 2025 **(Paper C).**
- b. Approval of April 2025 Bank Reconciliation **(Paper D).**
- c. Approval of April 2025 Current/Deposit Account **(Paper E).**
- d. To receive and note the Annual Internal Audit Report (page 3 of 6) **(Paper F).**
- e. To consider, approve and sign the Effectiveness of Internal Audit **(Paper G).**
- f. To consider, approve and sign the Annual Risk Assessment **(Paper H).**
- g. To consider, approve and sign the Annual Governance Statement (Section 1) 2024/25 (page 4 of 6) **(Paper I).**
- h. To consider, approve and sign the Accounting Statements (Section 2) 2024/25 (pages 5 of 6) **(Paper J).**
- i. To note the RFO (Clerk) has set the period for the Public Rights of Unaudited Annual Governance and Accountability Return.



12. Matters Relating to Street Furniture/Amenity Provision

- a. Report on Speed Indicator Device Findings. SID stars attached (**Paper K**).
- b. Update on Footpath 30 (eroded riverbank) along river at bottom of The Gravel.
- c. SCC Development.
- d. Shop Drove Footpath.
- e. Building site at the entrance to Pott Hall Road.
- f. New Cemetery.
- g. Hedge and Verge Cutting.
- h. The Ancient Parish of Mildenhall Charities. Footpath across the allotment – Friday Street.
- i. Additional cabling to village sign by the memorial.
- j. Road signs for Cats, Children Crossing and Parking outside the school.
- k. Erection of Flagpole behind the defibrillator phone box.

13. Other Working Party Updates/Reports

- a. Update on the Echo/Parish Magazine.
- b. Update on Neighbourhood Plan.
- c. Warm Places Update. Centre for Warmth additional funding. Expenses Update (**Paper L**).
- d. 100 Club Update.

14. Allotment Matters

15. Events

- a. Easter Egg Hunt – Monday 21st April 2025 – The Shed, Jarmans Lane 11:00 to 13:00.
- b. 80th Anniversary End of WWII 2025.
- c. Parish Council Surgeries. This is an opportunity for residents to raise any issues or concerns they may have pertaining to the area where they live. Surgeries will be held every third Saturday of the month.

16. Chair and Councillors' Reports/Suggestions (on the night)

17. Correspondence and Exchange of Additional Information (at the discretion of the Chair)



West Row
Parish Council

Clerk: Sharon Vale
Telephone: 07860 358493
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Website: <https://westrow-pc.gov.uk>
Chair: Cllr Alan Fisher

18. Date of next meeting

To confirm the date of the next meeting, scheduled for Wednesday 18th June 2025.

S Vale

Sharon Vale
Clerk to the Council

15th May 2025