



## **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 20<sup>th</sup> May 2026 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.**
- 2. Nomination for and Election of Vice Chair inc. signing of the Declaration of Acceptance of Office.**
- 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 15<sup>th</sup> April 2026 are a true and correct record (Paper A).**
- 8. Public Participation session (15 minutes).**

**Representation from electors of the Parish (maximum time of 3 minutes per person relating to agenda items only), followed by reports from District, County Councillors, RAF Mildenhall and Police.**

- a. County Councillor Louis Busuttil – Suffolk County Council
- b. District Councillor Don Waldron – West Suffolk Council
- c. Squadron Leader Owen Crosby – RAF Mildenhall
- d. PC Scott Cameron – Community Police Officer

## **9. Planning Matters**

## **10. Matters Relating to Governance**

- a. To consider and resolve that the Parish Clerk be granted delegated authority to obtain and approve quotations and instruct expenditure for works, services, or purchases for the cemetery up to a maximum value of £15,000 per item/project.

## **11. Financial Matters**

To receive the following information and to approve payments.

- a. Approval and Authorisation of Payments List for May 2026 (**Paper B**).
- b. Approval of April 2026 Bank Transaction (**Paper C**).
- c. Approval of April 2026 Bank Reconciliation (**Paper D**).
- d. To receive and note the Annual Internal Audit Report (page 3 of 6) (**Paper E**).
- e. To consider, approve and sign the Effectiveness of Internal Audit.
- f. To consider, approve and sign the Annual Governance Statement (Section 1) 2024/25 (page 4 of 6).
- g. To consider, approve and sign the Accounting Statements (Section 2) 2024/25 (pages 5 of 6).



- h. 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 F**).
- b. Update on Footpath 30 (eroded riverbank) along river at bottom of The Gravel.
- c. SCC Development.
- d. Building site at the entrance to Pott Hall Road.
- e. New Cemetery.
- f. Bus Stop Signs.
- g. Hedge and Verge Cutting.

## **13. Other Working Party Updates/Reports**

- a. Update on the Echo/Parish Magazine.
- b. Update on Neighbourhood Plan.
- c. Warm Places/Expenses Update.
- d. 100 Club Update.

## **14. Allotment Matters**

## **15. Events**

- a. Christmas 2026.
- b. 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)**

## **18. Date of next meeting**

To confirm the date of the next meeting, scheduled for Wednesday 17<sup>th</sup> June 2026.  
[S Vale](#)

Sharon Vale  
Clerk to the Council

14<sup>th</sup> May 2026