

**To: Members of Stoke Hammond Parish Council**

**You are hereby summoned to attend the Stoke Hammond Annual Parish Council Meeting  
on Tuesday 7<sup>th</sup> May 2024 at 7.30pm  
at The Community Centre, Bragenham Side, Stoke Hammond**

**Press and Public are invited to attend**

**AGENDA**

1. To **elect the Chairman** of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To **elect** a Vice-Chair
3. To receive **apologies for absence**
4. To receive any **declarations of interest** from Members on any item on this evening's agenda
5. To **approve the minutes** of the Parish Council Meeting held on **Tuesday 2<sup>nd</sup> April 2024**
6. **Finance**
  - a) To **agree** the May payment run as circulated
  - b) To **agree** the year-end accounts to 31<sup>st</sup> March 2024 as circulated
  - c) To **agree** and sign the Annual Governance and Accounting Statement for the year ended 31<sup>st</sup> March 2024
  - d) To **agree** the dates **Monday 3<sup>rd</sup> June 2024 – Friday 12<sup>th</sup> July 2024** for Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return
7. **Update** from Unitary Councillor
8. **Planning:** To **discuss** the following planning applications:  
  
**24/00919/APP – The Warren Grove Farm, Church Road**  
  
Demolition of existing outbuildings and erection of workshop and stable block  
  
**24/01200/APP – 12 Larner Close, Newton Leys**  
  
Householder application for part conversion of existing garage and erection of rear orangery extension  
  
**24/01131/APP – 9 Harris Close, Newton Leys**  
  
Householder application for single storey rear extension
9. To **report** on any Highways, Footpaths & Footways and Lighting matters
10. To provide **updates** on the Neighbourhood Plan
11. To **report** on any Parish Improvements and Enhancements

12. To **report** on meetings attended on behalf of the Parish Council
13. **Community Centre:** to **report** on any matters for the Council's attention
14. **Sports Club:** to provide any **updates/report** on any matters for the Council's attention

**15. Public Participation Session**

Members of the public are invited to speak to the council to raise issues or concerns, ask questions or make comments. *(This session will last for a maximum of 20 minutes. Members of the public may indicate that they wish to speak during debate by raising their hand. The Chairman will recognise them, but it is requested that comments are brief, relevant, and not repetitive).*

**16. To agree the date of the next Parish Council Meeting – Tuesday 4<sup>th</sup> June 2024**

In accordance with the Public Bodies (Admission of Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due of the confidential nature of the business to be transacted.

17. To **resolve** to close the meeting
18. Council to receive an **update** on S106 and to **agree** next steps

*Kelly Harris*

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