



**Annual Parish Council Meeting on
Monday 11 May 2026 at 7.00pm at Great Waldingfield Village Hall**

A G E N D A

Item	Subject	Person
01	Nomination of Chair (NoC) and Declaration of Acceptance of Office (DAO)	Cllr Evans
02	Nomination of Vice Chair.	
03	Welcome and Apologies	Chair
04	Declarations of Interests and Dispensations	Chair
05	Meeting minutes. Receive, consider & approve the minutes of 20.04.26. Matters arising.	Chair
06	Village Hall Management Committee (VHMC). Appointment of Trustees ¹	Chair
07	Committees (Com), Working Groups (WG) and Representatives (Rep) [link]	Chair
08	Standing Orders. Review and adopt.	Clerk
09	Financial Regulations. Review and adopt.	Clerk
10	Bank signatories. Confirm.	Clerk
11	Asset Register. Review, especially land, buildings.	Clerk
24	Insurance. Review insurance cover.	FC
13	Council's subscriptions to outside bodies	Clerk
14	Policies and Procedures. Review. Nominate lead Cllr	Chair
15	General Power of Competence. Confirm continuance.	Chair
16	Public Forum To facilitate members of the public address GWPC to a maximum of 3 mins per person ² and no more than 15 mins for the session. ³	Chair
17	Suffolk County Council (SCC) and Babergh District Council (BDC) Councillors' Written Reports	
17.01	SCC. Cllr TBC	
17.02	BDC Cllrs Clover and Maybury. [report] [briefing]	
18	Councillor matters. 2 vacancies. Concept of 'Councillors without portfolio'. [paper] .	Chair
19	Devolution and Local Government Reform (D&LGR). Election results.	Chair
20	Traffic. Traffic Group (TG) volunteer Cllr Baxter	Chair
21	Parking. Nil.	
22	Correspondence ⁴ . Correspondence process and protocol ⁵ . Recent volume (dog poo bags, SIDs, SID date, PSS, Fol x 2) from one parishioner. This reinforces the need for an assistant clerk.	Clerk
23	Planning and development	Cllr Baxter
23.01	In tray. DC/26/01458 Householder Application - Erection of a single storey side extension 37 Heath Estate GW DC/26/01638 Application for works to trees in a Conservation Area - Mature Lime tree (Tilia species) intention to retain and preserve it where possible. substantial crown reduction aimed at reducing mechanical stress, mitigating risk to the property and nearby services, and allowing the tree to be retained safely in the long term. Waldingfield Lodge The Street GW	
23.02	Active DC/26/00164 Householder Application - Erection of a Rear Single Storey Extension	

¹ Trust Deed dated 29 Jan 1996 para 3.

² GWPC SO 3h.

& First Floor Side Extension | 13 Chestnut Close GW

24	Financial Matters:	Clerk
24.01	Income & expenditure. Apr	
24.02	Bank reconciliations. Apr	
24.03	Income & expenditure. May mtd.	
24.04	Internal Controls check.	
24.05	Auditor. Appoint B&B	
24.06	Final accounts and AGAR	
24.05	Risk Management Strategy (RMS). Updates on risk log.	
24.06	CIL funding. Report	FC
25	Urgent financial matters. Nil	
26	Strategic Plan (SP) and Action Plan. Documents for review	Chair
27	PC Assets/Land	
27.01	Pavilion. Update	Chair
27.02	Play equipment. Nil.	Clerk
27.03	Greenacre: Project update	Cllr Berry
27.04	Queens Diamond Jubilee Garden (QDJG). Motion to remove damaged benches and purchase and install benches. Budget to be agreed.	Cllr Berry.
27.05	Village Hall (VH). report . Update. Contractors	Cllr Leonard
27.06	Terms of Reference: OSW, Bowls Club and QDJG. paper	Chair
28	Footpaths (FP) and hedgerows. Airfield FP. Meeting with landowner.	Cllr Spackman.
29	Environment. The Old Orchard hedge. £40 for slow worm habitat. Fill up ponds.	Cllr Baxter
30	Events. Nil	
31	HR and Complaints	Chair
32	Matters arising to The Chair	
33	Next meeting(s). APM 16 May 2026. GWPC. Mon 8 Jun 2026.	
34	Resolution to Exclude the Public and the Press⁶	
35	Thank you to the public for attending	
36	Confidential meeting	

Mark Freeman
Parish Clerk
5 May 2026

³ To facilitate members of the public address GWPC to a max of 3 mins per person³ and no more than 15 mins for the session.

⁴ Cllrs, please advise Clerk, 7 clear days, prior to the mtg for any matters you wish to raise. GWPC SO 9b.

⁵ Research with SALC

⁶ The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Council is asked to consider and agree to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality.