

SEMER PARISH COUNCIL

The Councillors of Semer Parish Council are summoned to the Annual Council meeting to be held at Semer Village Hall on Thursday 28th May 2026 commencing at 7.00pm.

Members of the public are welcome to attend this meeting and raise any issues or concerns in the Public Forum.

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.

AGENDA

1. Election of Chair – to elect a chair for the year 2026-2027 and to receive the signed Declaration of Acceptance of Office
2. Chair's welcome including the statement for the reporting at meetings of the council
3. Apologies for absence: Council to receive and approve the verified apologies for absence.
4. Code of Conduct and Declaration of member's interests:
 - i. To receive declarations of registrable interests, other and non-registrable interests as detailed in Appendix B of the Local Code of Conduct.
 - ii. To receive notification of gifts or hospitality exceeding £50.
5. Minutes of meetings:
 - i. to approve the minutes of the meeting of 19th March 2026 and to give authority to the Chair to sign the minutes in accordance with legislation.
6. Public Forum:
 - i. To receive the report from County Councillor Robert Lindsay
 - ii. To receive the report from District Councillor Leigh Jamieson
 - iii. To receive comments from the public on the agenda as published or concerning Semer.
7. Parish Matters: to receive an update on items raised at previous meetings:
 - i. DC/25/03742 – Planning permission for the erection of 4 no. detached dwellings together with demolition of a derelict barn, creation of a new access, and realignment of the A1141 boundary, following extant permission B/89/01868. Location 1-4 Gate Farm Cottages, Sayers Green.
 - ii. DC/26/000693 – Discharge of conditions for DC/25/04820 – Condition 4 (Wildlife Enhancement Strategy). Location Brett Cottage, Ash Street.
8. Statutory Business:
 - i. Co-option of Councillor: to note that Councillor Ross has signed his Declaration of Acceptance of Office
 - ii. To agree to the annual subscriptions for the year ending 31st March 2026: County Association membership fee; data protection fee and Microsoft Office 365 subscription.

9. Planning:

- i. To note the determination by Babergh District Council of the following planning applications:
 - DC/26/00693 – Discharge of conditions for DC/25/04820 – condition 4 (Wildlife Enhancement Strategy). Location Brett Cottage, Ash Street.
 - DC/25/03742 – Planning permission for the erection of 4 no. detached dwellings together with demolition of a derelict barn, creation of a new access, and realignment of the A1141 boundary, following extant permission B/89/01868. Location 1 – 4 Gate Farm Cottages, Sayers Green.

10. Financial Report:

- i. To consider and approve the following items for payment:
 - Clerk's Hours to date – tbc
 - SALC – Membership Fee - £107.58
 - Trevor Brown – Audit Fee - £200.00
- ii. To approve the following retrospective payments:
 - HMRC – PAYE due to 5th April 2026 £179.80
 - ICO – Data Controller Fee - £47.00
- iii. To note the receipt of the following items:
 - Parish Precept – 2026-2027 – Part 1 - £2,250.00
- iv. To note the bank balances to date and consider the financial position as at 24th May 2025.
- v. To review and approve the renewal insurance for the year 2025-2026 in the sum of £215.20

11. Year-End Processes: to consider the following as part of the year-end process:

- i. To receive and adopt the Annual Internal Audit Report for the year ending 31st March 2026.
- ii. To consider and decide the actions to be taken following the recommendations arising from the Internal Annual Report.
- iii. To receive and approve the Payments and Receipts Accounts for the year to 31st March 2026.
- iv. To receive the Bank Reconciliation of the year ending 31st March 2026.
- v. To consider and approve the Annual Governance Statement for 2025-2026 as per Section 1 of the AGAR.
- vi. To consider and approve the Accounting Statement for 2025-2026 as per Section 2 of the AGAR.
- vii. To consider and approve the recommendation from the RFO that having fulfilled the criteria required, Council considers itself exempt from a Limited Assurance Review.
- viii. Should Agenda Item 11vii be so approved, to delegate authority to the Chair to sign the Certificate of Exemption for 2025-2026.
- ix. To receive the dates from the RFO of the period for the exercise of public rights and the publication requirements of the AGAR for the year ending 31st March 2026.

12. Councillor Reports:

- i. To receive urgent matters of concern

13. Correspondence:

- i. To note the Cycle Club Sudbury Hill Climb event, Watsons Hill – Sunday 4th October – council to consider whether it has any comments on the proposal to close the road for the event.
- ii. BMSDC – Town and Parish Updates – to confirm receipt of the monthly reports for March through to May 2026

- iii. BMSDC – NSIP and large-scale energy projects – to confirm receipt of the updates from BMSDC
 - iv. Local Government Reorganisation – to note the latest communications on this matter
 - v. SALC – to confirm that all weekly bulletins are emailed to councillors for their perusal. Councillors to contact the Clerk if there are any items of interest / training courses they wish to attend.
 - vi. To receive matters of interest not requiring a direct response.
14. Date of next meeting: to confirm the dates for futures meetings as: 16th July 2026; 24th September; 26th November 2026; 21st January 2027 and 11th March 2027.

Victoria S Waples
Clerk & Proper Officer to the Council
21.05.2026

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