CHACOMBE PARISH COUNCIL

E-mail: clerk@chacombeparishcouncil.org.uk

The councillors are summoned to the Annual Meeting of the Parish Council to be held on **Tuesday 11th May 2026** at **7pm** at **Chacombe Park Care Home**

AGENDA

1) **Election of Chairman**
2) **Public Time from 7-7:15pm**
3) **Apologies**
4) **Election of Vice Chairman**
5) **To agree councillor's link roles – Village Hall, Berry Close Trust, Chacombe CEVA Primary Academy, Allotments, Playing Field Trust, Defibrillator, Speed Reduction**
6) **Declaration of interests on items on the agenda**
7) **To approve the minutes of the meeting held on 02.03.26**
8) **Outstanding matters/actions from previous meetings**
   a) Status of defibrillators
      i) School site
      ii) The Ring
   b) Update regarding possibility of completing first registration of the land owned by the village hall, the allotments owned by the Parish Council (PC), and the playing field currently managed by the Betty Cameron Trust
   c) Update regarding responsibility for maintenance of the road in Church Lane
   d) Response from police in relation to managing the issue of parking outside the school
   e) Update re damaged and/or missing posts on the verge near the Village Hall
9) **Planning applications received - None**

   Planning decisions received – None

   Notifications of Tree Work received

   The Old Rectory, Wardington Road, Chacombe. T1 - sycamore (large/hollow) - section fell to ground level due to overall poor form and large basal cavities. T2 - poplar (heavy leaning stem) - section fell to ground level due to heavy lean. T3 - holly (road side) - reduce height heavily to remove existing poor tops leaving current basal growth.

   Bojangles, 17 Thorpe Road, Chacombe. Pine (T1) - removal of the dead pine along the west side of the of the drive. Portuguese laurel (T2) - reduction of the west side of the portuguese laurel by approximately 2 metres to bring it in line with the guttering. Maple (T3) - removal of maple to a stump as close as possible to ground level.

10) **Annual Governance and Accountability Return 2025/26**
   a) To receive the Internal Auditor's Report for 25/26
   b) To appoint an Internal Auditor for the 26/27 financial year
   c) To complete and approve for signature the AGAR Annual Governance Statement for 25/26
   d) To approve for signing the AGAR Accounting Statements for 25/26

e) To approve completion and signing of the AGAR Certificate of Exemption for 25/26

f) To confirm the dates for the Notice of Public Rights for the 25/26 Financial Year – Wednesday 3rd June to Tuesday 14th July 2026

11) Finance

a) Approval of the bank statement balances as at 05.05.26 of £415.29 and £40,368.84

b) To consider renewing the insurance for 1st June 2026 to 31st May 2027 with Zurich at a cost of £396 (no change from last year's price)

c) Proposal to fund the insurance renewal for Berry Close at a cost of £380.75

d) To confirm completion of the third (Oct to Dec) and final (Jan to Mar) quarterly Internal Controls financial check for 2025-26

e) To confirm completion of a quarterly asset inspection of Zones 1 and 3 and agree any actions required

f) To note and approve the following payments and receipts:

Payments made since last meeting using delegated powers:

28.02.26	Unity Bank	Account fee	£6.00
19.03.26	Ecotricity	Streetlighting 12 Aug to 1 Feb	£522.85
20.03.26	Ecotricity	Streetlighting Feb 26	£85.26
24.03.26	Marcus Young Environmental Services	Dog waste bin emptying Apr 25 to Jan 26	£1,085.28
24.03.26	Kirsty Buttle	Salary and office Mar	£592.98
24.03.26	HMRC	Tax & NI Mar	£30.36
27.03.26	NEST	Pension Mar	£43.36
25.03.26	Fenwood Arboriculture	Arboricultural Services - Berry Close	£1,200.00
25.03.26	CPRE	Annual membership	£36.00
31.03.26	Unity Bank	Account fee	£7.00
21.04.26	Ecotricity Ltd	Streetlighting March	£84.34
23.04.26	Shield Maintenance	Dog bin collection	£109.20
23.04.26	NCALC	Annual membership, audit, and DPO	£716.22
23.04.26	E-on	Streetlight maintenance qtr ending Mar26	£79.20
23.04.26	Kirsty Buttle	Salary and office Apr 26	£597.98
23.04.26	HMRC	Tax Apr 26	£25.36
30.04.26	NEST	Pension Apr 26	£43.36
30.04.26	Unity Bank	Account fee	£7.00

Receipts:

31.03.26	Unity Bank	Interest	£167.57
09.04.26	HMRC	VAT Refund	£1,341.07
29.04.26	WNC	Precept	£12,362.00

Invoices to be paid:

Shield Maintenance	Dog bin collection	£109.20

12) To re adopt the following policies with no changes made:

a) Code of Conduct

b) Complaints Procedure

c) Data Breach Policy
d) Data Protection Policy
e) Disciplinary Policy
f) Freedom of Information Policy
g) General Privacy Notice
h) Grievance Policy
i) Records Retention Policy
j) Role Holder Privacy Notice
k) Subject Access Request Procedure
l) Biodiversity Policy
m) Sexual and General Harassment Policy
n) IT Policy
o) Financial Regulations
p) Standing Orders

13) To adopt the following updated policies:

a) Internal Financial Controls
b) Publication Scheme
c) Scheme of Delegation
d) Risk Assessment

14) Information exchange

Date of next meeting – 6th July 2026

K. Buttle

Mrs K Buttle
Parish Clerk

6th May 2026