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**These are the minutes of the Annual Parish Council Meeting
which was held on 11th May 2026 in Newnham Village Hall**

Present: Parish Councillors: *Cllrs G. Hammersley, D. Bastin, T. Collins, J. Astle, G. Niblett, S. Shenton, P. Bannerman, R. Levin*

Present: Residents: *None*

Clerk: *K.Carr*

| <i>Item No</i> | <i>Business</i> | <i>Responsible</i> |
|----------------|--|--------------------|
| 01.05.26 | Election of Chair <i>Cllr Hammersley was proposed for the role of Chair of the Parish Council by Cllr Bastin, seconded by Cllr Astle and it was RESOLVED that Cllr Hammersley be appointed Chair.</i> | |
| 02.05.26 | Election of Vice Chair <i>Cllr Bastin was proposed for the role of Vice-Chair of the Parish Council by Cllr Hammersley, seconded by Cllr Niblett and it was RESOLVED that Cllr Bastin be appointed Vice-Chair.</i> | |
| 03.05.26 | Appointment of Internal Financial Controller <i>Cllr Collins was proposed for the role of Internal Financial Controller by Cllr Hammersley, seconded by Cllr Shenton and it was RESOLVED that Cllr Collins be appointed Internal Financial Controller.</i> | |
| 04.05.26 | Appointment of Bank Signatories <i>Clerk to review which councillors are current signatories with Unity Bank.</i> | <i>Clerk</i> |
| 05.05.26 | Allocation of Councillor Responsibilities <i>The action has been deferred and will be considered in a separate meeting.</i> | <i>Chair</i> |
| 06.06.26 | To Receive and Approve Apologies for Absence <i>None.</i> | |
| 07.06.26 | Declarations of Interest for Items on the Agenda <i>None.</i> | |
| 08.05.26 | To Approve and Sign the Minutes of the Ordinary Parish Council Meeting held on 7th April 2026 <i>On a proposal by Cllr Collins and seconded by Cllr Astle, the Minutes were approved and signed by Cllr Hammersley.</i> | |
| 09.05.26 | Co-opt New Councillors <i>It was agreed to co-opt P. Bannerman and R. Levin to the Council.</i> | |

| | | |
|----------|--|---|
| 09.05.25 | <p>Public Time (3 minutes per speaker) <i>The Village Hall Committee have submitted a formal request for the annual Music on the Green event to take place in July. This was approved.</i></p> | All |
| 10.05.25 | <p>Correspondence & Ad Hoc items</p> <p>a) Action Log – <i>the action log was reviewed and updated:</i></p> <p>b) Street Lighting: <i>Cllr Bastin shared the proposal for 2026-27 street light renewal programme. A formal proposal will be presented at the next meeting.</i></p> <p>c) Councillor training schedule: <i>the skills audit is to be recirculated for completion by all councillors.</i></p> <p>d) Village boundary: <i>Cllr Astle updated attempts to obtain an up-to-date village boundary map.</i></p> <p>e) Grant For SID <i>In progress.</i></p> <p>f) Footpaths and Styles <i>No update.</i></p> <p>g) Good Neighbourhood Scheme <i>Discussed on action log. Will be shared for discussion with residents at the Parish Meeting.</i></p> <p>h) Traffic Speed Restrictions <i>No update.</i></p> <p>i) MUGA <i>Still awaiting a response from WNC to develop this project further.</i></p> <p>j) Village Hall Assistance <i>The Village Hall Committee are in the process of obtaining quotes for the proposed works and will notify the Parish Council.</i></p> <p>k) Annual Parish Meeting 12th May <i>Any available councillors are invited to attend the meeting in Village Hall at 7pm, 12th May.</i></p> <p>l) Parish Council Post Box <i>Chair to liaise with Village Hall Committee to agree positioning of the post box prior to installation.</i></p> <p>m) Burial Ground Repairs <i>All issues have been addressed.</i></p> <p>n) Handyman Issues</p> <ul style="list-style-type: none"> • <i>Repairs to broken section of wall on Church Path to be carried out.</i> | <p>Chair</p> <p>Cllr Bastin</p> <p>All</p> <p>Cllr Astle</p> <p>Clerk</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>All</p> <p>Chair</p> <p>Chair</p> <p>Cllr Niblett</p> |

- *Overgrown foliage and branches on burial ground to be cut back.*
- *Blocked drain in Wet Lane – to be reported on Fix-my-Street and with WNC Highways.*
- *Burial Ground Gate to be repaired.*

11.05.26

Review of Policies:

- (a) IT Policy - the IT Policy was reviewed, was proposed by Cllr Collins and **approved**.
- (b) Financial Regulations – the Finance Policy proposed by Cllr Astle and **approved**.

Reviewed policies to be uploaded to the website.

Cllr Bastin

12.05.26

Financial

- (a) *Bank Balance at 30th April 2026 was £62,917.22 of which £41,325.74 is held in the interest-bearing account.* Clerk
- (b) *On a proposal by Cllr Shenton and seconded by Cllr Hammersley the payment of invoices on the invoice schedule were approved.* Clerk

In addition to the published schedule, the invoice for the Post Box was approved.

Payments to be checked against the Invoice Schedule and then authorised by Cllr Bastin.

Cllr Bastin

(c) **Monies received since last meeting:**

*The council has received the following monies in April:
Precept First Half £17,361.00.*

(d) **End of Year Finance Update:**

Internal audit – following feedback from the Internal Audit Report, Cllrs will review the process around approving and paying invoices.

*Clerk
All*

13.05.26

Communications

Monthly newsletters are being sent out to the residents mailing list by Cllr Astle.

14.05.26

Planning

- (a) **Applications:**
Ivy Cottage: application for a replacement porch.
- (b) **Decisions:**
Willow Barn: application has been withdrawn.

18.05.26

Health & Safety

- (a) **Burial Ground**
Unsafe headstones: Clerk to contact NCALC for further advice for good practice with managing burial grounds. Clerk
- (b) **Play Area** – *all equipment in good order.*

(c) **Defibrillator check** – *defibrillators are in good working order.*

19.05.26 **Items for the next meeting**

- Internal Audit report
- Policy Review Schedule.
- Street lights 2026-27 renewal programme

All

20.05.26 **Date of next meeting**

Monday 1st June 2026 at 7.00pm in the Village Hall.

11 May 2026 MEETING - SCHEDULE OF INVOICES

(a) Ratify the following payments made since the date of the last meeting (7th April 2025):

| | <u>Payee</u> | <u>Details</u> | <u>Amount</u> | <u>VAT</u> | <u>Total</u> | <u>Stat.Power</u> |
|-----|--------------|----------------|---------------|------------|--------------|-------------------|
| B/P | | | | | | LGA 72 – S.111 |

(b) Approve payment of the following invoices:

| | <u>Payee</u> | <u>Details</u> | <u>Amount</u> | <u>VAT</u> | <u>Total</u> | <u>Stat.Power</u> |
|-----|---------------|------------------------------|---------------|------------|--------------|--|
| B/P | Baratora | Defib Check April | 60.00 | | 60.00 | LGA 72 – S.111 |
| B/P | HUWS Gray | Fence Posts | 50.04 | 10.01 | 60.05 | LGA 72 – S.111 |
| B/P | Shield Maint. | Dog Bin Collection | 23.84 | 4.77 | 28.61 | LGA 72 – S.111 |
| B/P | HUWS Gray | Fence Posts | 48.78 | 9.76 | 58.54 | LGA 72 – S.111 |
| B/P | L.C Hedging | Grass 15 th April | 365.00 | 73.00 | 438.00 | OSA 1906 - Secs 10 & 15 & LGA 1972 – S.111 |
| B/P | L.C Hedging | Grass 29 th April | 365.00 | 73.00 | 438.00 | OSA 1906 - Secs 10 & 15 & LGA 1972 – S.111 |
| B/P | Ncalc | Training KC | 46.00 | 9.20 | 55.20 | LGA 72 – S.111 |
| B/P | Ncalc | Subscriptions 26-27 | 716.21 | 63.55 | 779.76 | LGA 72 – S.111 |
| B/P | Ncalc | CiLCA Training | 575.00 | 115.00 | 690.00 | LGA 72 – S.111 |
| B/P | NVH | May Meeting | 16.00 | | 16.00 | LGA 72 – S.111 |
| B/P | NVH | Annual Parish Meeting | 20.00 | | 20.00 | LGA 72 – S.111 |
| B/P | Rob Haynes | Handy Man Hours | 180.00 | | 180.00 | LGA 72 – S.111 |
| B/P | WNC | Business Rates (Cemetery) | 118.89 | | 118.89 | LGA 72 – S.111 |
| B/P | K Carr | Clerk Salary | 397.60 | | 397.60 | LGA 72 – S.111 |

(a) Direct Debits, Standing Orders & regular monthly payments:

| | <u>Payee</u> | <u>Details</u> | <u>Amount</u> | <u>VAT</u> | <u>Total</u> | <u>Stat.Power</u> |
|-----|---------------------|---|----------------------|-------------------|---------------------|--------------------------|
| S/O | Gigaclear | Internet April | 56.05 | 11.21 | 67.26 | LGA 72 – Sec 111 |
| D/D | YU Energy | Electricity Cemetery Lights April | 80.60 | 4.03 | 84.63 | LGA 72 – Sec 111 |
| D/D | IONOS | Web Site April/May | 18.00 | 3.60 | 21.60 | LGA72 - Sec111 |