

Chirton & Conock Parish Council
Minutes of the Annual Meeting of the Parish Council
held at The Old School, Chirton
on Tuesday 12th May 2026 at 7.00pm

Susannah Lampard, Clerk to the Council: clerk@chirtonandconock-pc.org.uk
The public and press were invited to attend this meeting via notice boards and on
Chirton PC Website <https://www.chirtonandconock-pc.org.uk>

Present: Phillippa Radford-Howes, Chair (**PRH**), Timothy Burgess, Vice-Chair (**TB**), Caroline Allsopp (**CA**), Emma Braithwaite (**EB**), Gerald Lanfear (**GL**), Jennifer Kinch (**JK**).

Attendees: Susannah Lampard (**Clerk**)
Sharon Prance (**RFO**)

Part 1

- 14 Receive apologies for absence - none.
- 15 **Elect Chairperson for the year 2026/27.** PRH has presided at each Meeting since election in October 2021 and re-election in May 2025 and is asked by Councillor TB If she would like to continue as Chair.
PROPOSED: GL, SECONDED: TB. AGREED
- 16 **Chair to sign acceptance of office.** Phillippa Radford-Howes (PH) signed the acceptance of office, witnessed by the proper officer.
- 17 **Elect Vice-Chair for year 2026/27.** TB has acted as Vice Chair since 14th May 2024 and his re-election in May 2025, and is asked by Councillors If he would like to continue. Tim Burgess agreed to carry on in the role as VC for another year. **PROPOSED: PRH, SECONDED: CA. AGREED**
- 18 **Vice Chair to sign Acceptance of Office for Year 2026/27 - TB** signed the Acceptance of office, witnessed by the proper officer.
- 19 Receive declarations of interest or requests for dispensation, None were received.
- 20 **Receive and approve Minutes** of Parish Council Minutes held on Tuesday 14th April 2026. Chair (PRH) received and signed the Full Minutes, now available to view on the PC Website.
PROPOSED: PRH, SECONDED: GL. AGREED.
- 21 **Finance Report by RFO:** Precept applied for 2026/27 £15,303.74
- 22 **Finance - Resolved:**
- a) Approve PC Cash books and Bank reconciliation Statements for April 2026 -
Printed and signed at the meeting.
- i. Community account - £8,696.86
 - ii. Savings account - £24,500.62

- b) Approve PC Cash books and Bank reconciliation Statements for April 2026
 iii. Chirton Parish Hall Account – 11 02.79. **PROPOSED: PRH, SECONDED: GL. AGREED.**
 c) Expenses - SL plusnet and 20mph signs CA.
 d) **New Invoices** to be agreed. **PROPOSED: TB, SECONDED: GL. AGREED.**

Supplier	Description	Net	Vat	Total
Tactical Facilities	Dog bins - April26	£ 29.25	£ 5.85	£ 35.10
Lloyds	Bank charges	£ 4.25		£ 4.25
IONOS	Website May 26	£ 20.50	£ 4.10	£ 24.60
Plusnet	Bband - repay SL	£ 13.00		£ 13.00
20s Plenty for us	20MPH Stickers x 50 repay CA	£ 90.00		£ 90.00
Staff Wages	April 2026	£ 728.10		£ 728.10
SSE	Jan25-July25 Electricity	£ 60.63	£ 3.03	£ 63.66
SSE	Aug25-Mar26 Electricity	£ 28.53	£ 1.42	£ 29.95
Morrisons	Refreshments meeting - repay JK	Ann £ 27.24	£ 4.84	£ 32.08
		£ 1,001.50	£19.24	£ 1,020.74

- e) **Budget & EMRs**
 f) **Quotations** - Agree any current or discuss new requirements.
 g) **Date** for CL Auditing and end of Year Administration is the 1st June 2026.
 h) **Resolved: Notice of Public Rights** – Agreed and put onto Noticeboards from Friday 5th June - 17th July 2026..

i) Agree Salaries. (After annual reviews in Part 2)

23 Annual Payments

- a. Agreement of Annual Subscription NALC/WALC for No. of Elector(June Agenda)
- b. Annual Payments Authorisation. Tactical, SSE, Ionos.**PROPOSED: TB, SECONDED: CA. AGREED.**
- 24 Approve and adopt Code of Conduct for 2026/27 (previously circulated)
PROPOSED: TB, SECONDED: PRH. AGREED.
- 25 Approve and adopt Standing Orders for 2026/27 (previously circulated)
PROPOSED: CA, SECONDED: EB. AGREED.
- 26 Approve and adopt Complaints process 2026/27 (previously circulated)
PROPOSED: JK, SECONDED: PRH. AGREED.
- 27 Approve and adopt Financial Regulations for 2026/27 (previously circulated)
PROPOSED: PRH, SECONDED: JK. AGREED.
- 28 Approve and adopt Risk Assessment for 2026/27 (previously circulated)
PROPOSED: CA, SECONDED: . AGREED.TB
- 29 Approve and adopt Charitable Giving policy 2026/27 (previously circulated) Increase of gift allowance per electorate to £11.60 under section 137 - **PROPOSED: TB, SECONDED: PRH. AGREED.**
- 30 Approve and adopt Data Protection policy 2026/27 (previously circulated) - **PROPOSED: CA, SECONDED: PRH. AGREED.**
- 31 Approve Grievance Policy 2026/27 (previously circulated)
- 32 Equality and Diversity Policy 2026/27
PROPOSED: JK, SECONDED: EB. AGREED.
- 33 Agree Councillors' Roles and Responsibilities for 2026/27:
LHFIG online meeting: TB, CA in his absence.
Parish Steward: PRH
Flood protection and equipment: PRH and GL
Defibrillator : GL
- 34 Agree Policy Parish Councils under the model publication scheme FOI Act.
PROPOSED: PRH, SECONDED: CA. AGREED.
- 35 Review of Priority Actions from previous meeting/updates from Chair/Vice Chair.
- Any New Planning Applications received – also discussed in the Open Meeting:
PL/2025/06037 – detached dwellings Barns and sub-division, extension of Owls Barn, to make two separate dwellings, with associated parking – removal of existing structures and walls.
PL/20225 – erection of 1 detached dwelling, conversion of existing barn into a single dwelling, sub division and extension of Owls Barn to create two separate dwellings, with associated parking. Consultation to 1/6/26

PL /2026/025 New window and doors, 36 the street SN10 3QS – no objection.

NDP update – any further since health check (Mon 11th May 2026)
Meeting scheduled 15th May Teams via CA link - 4.30pm

- Representations from members of the Public received (to be discussed further at PC Open Meeting at 7.45pm)

36 Confirm dates for future meetings on June 9th, July 14th 2026.

37 Chair Closes Meeting at 19:45

Part II

38 Annual Review a. Clerk b. RFO. To be ratified at June Full Council.

Susannah Lampard, Clerk to the Council

Agreed and Signed:..... Dated:
Phillippa Radford-Howes - Chair