

The Minutes of a Meeting of the Edington Parish Council held at The Parish Hall, Edington on Tuesday 23rd June 2026 at 7.30 p.m.

Present: Mesdames Greening, Pike, Watts and Dorgan and Messrs Johns, Forward and King

Apologies were received from Mesdames O'Donoghue and Henning and Mr Hardman

1. Planning

The following applications had been received and there were no objections to either of them:-

- i. PL/2026/03345/FUL creation of 2 off road parking bays at Honeysuckle Cottage 3 Lower Road for Mr Will Mead. This was similar to the application recently made for the adjoining property. The PC was of the view that it was better to have vehicles off the road, rather than being on the road where they were a potential traffic hazard at a narrow part of Lower Road and near to its junction with Monastery Road
- ii. PL/2026/03329/FUL erection of a glass roof Conservatory to side of property at 14 Tinhead Road for Mr Steve Forward. Mr Forward declared an interest in this application and took no part in the PC discussion

2. Finances .

- a. It was proposed by Mrs Watts seconded by Mrs Pike and carried unanimously that the following invoices be paid or confirmed:-

- i. Mr Hailstone Playground Tractor repairs £29.00
- ii. Mr Hailstone moving Notice Board into Bus Shelter £36

- b. Audit – To receive the Internal Auditors Report and to approve the Annual Governance and Accountability Return 2025/26 (AGAR)

- c. Internal Auditors Report (IAR).

The report had answered 'No' in 3 places and in its Observations highlighted a number of matters that needed addressing:-

- i. It noted that there had been no formal resolution of the appointment of the clerk as Responsible Finance Officer (RFO). It was proposed by Mr King seconded by Mrs Watts and carried unanimously that that appointment be confirmed as part of the process of preparing a new contract of employment
- ii. Standing orders and financial regulations had been put in place many years ago but the requirement was that the PC should consider adopting the Model Standing orders and Financial Regulations currently published by the NALC. This was agreed and the clerk was asked to bring them to the next PC Meeting for consideration and adoption
- iii. Although review of risk was carried out when reviewing the AGAR the IAR noted that there was no formal Minute to that effect
- iv. Similarly in relation to the Council's "Risk Assessment" this should be formally reviewed and minuted appropriately
- v. The PC's Internal Controls should also be formally documented and minuted, and regularly reviewed, such review being formally confirmed
- vi. Again, there was no formal note of a review of insurance requirements at the time of insurance renewal. It was noted that the clerk had planned a complete checking of the insurance when the Playfield swap was completed
- vii. The IAR had noted that was no formal approval of the budget for the year. It was noted that the budget along with the precept requirement was considered at the PC's

January meeting and that the minutes did confirm the precept (based on the budget) was accepted. The clerk confirmed that he would in future ensure a specific minute addressed this point

- viii. The list of Burial Ground fees should be placed on the PC website
- ix. As part of the revamping of the website the PC would publish the ICO Model Publication Scheme for Parish Councils
- x. That an IT policy be put in place
- xi. The IAR had noted that the Notice of Conclusion of the 2024/25 audit and the external auditors report had not been published on the website. The clerk confirmed this had now been done

d. The AGAR and Accounts

The AGAR having been prepared for approval and circulated was discussed:-

- i. It was accepted that because the PC had expenses in excess of £25000 the "Certificate of Exemption" did not apply and was therefore liable for a Limited Assurance Review and did so at 2040hrs
- ii. The PC reviewed the year end bank reconciliations which had been signed by the clerk/RFO and counter signed by the Chair
- iii. In going through and completing the Annual Governance Statement the PC considered it appropriate to answer 'No' to Items 1,2,5 and 10.
As to items 1 and 2 although the accounting statements were properly prepared the Standing Orders and Financial Regulations were pre 2000 and needed to be updated with the Model Standing Orders and Financial Regulations mentioned in c. ii. above.
As to Item 5 risk had been considered during the financial year in relation to some play field equipment which the PC had discussed resulting in its arranging for a ROSPA audit along with 3 monthly risk checks and it had also carried out a professional tree survey to assess risks involving trees. The PC considered its long-standing Risk Assessment Statement and was satisfied that there were no outstanding risks other than those mentioned above; and it was further agreed that it would review and update, if necessary, the risk assessment statement.
As to Item 10 the PC did not have an IT policy in place although a website accessibility test had been carried out. The PC had agreed to formally adopt a policy (see c.x above) and noted that the NALC had published one in November 2025.
The Annual governance statement was formally approved at 2045hrs
- iv. The Notice for 2025/2026 of public rights and Publication of the AGAR would be posted on the notice boards and the Website on the 26th June 2026 to commence on the 29th June through to the 7th August 2026
- v. Accounting Statements 2025/2026. The clerk, as RFO, had certified that the accounting statements in the AGAR presented fairly the financial position of the PC and its receipts and payments for the year. These were explained by the clerk including the "Explanation of Variances". The PC unanimously agreed that the accounting statements be approved and they were ready for signature and signed at 2050hrs
- vi. The clerk had checked the assets register and added the items acquired during the year. The register would be reviewed and cover checked re Insurance

3. Date of next Meeting

This was confirmed for Monday 13th July 2026 at the Parish Hall at 7.30 pm