

BAINTON & ASHTON PARISH COUNCIL

Annual Meeting of the Parish Council
To be held on Friday, 19th June 2026 at 8.15 pm
In the Reading Room, Bainton

Dear Councillors,

You are hereby summoned to attend the Annual Meeting of Bainton & Ashton Parish Council for the purpose of transacting the business set out below.

Yours sincerely,

Tony Henthorn
Clerk and Responsible Financial Officer

AGENDA

As the previous Chairman has resigned, there is currently no Chairman in office. In the absence of the Clerk, one of the serving councillors will facilitate the opening administrative business until the election of the Chairman.

OPENING BUSINESS (2025/26 COUNCIL BUSINESS)

25/87 1. APOLOGIES FOR ABSENCE

To receive and note apologies received prior to the meeting.

25/88 2. DECLARATIONS OF INTEREST

To receive declarations of interest under the Council's Code of Conduct relating to business on the agenda. Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest may require the member to withdraw from the meeting during consideration of that item.

25/89 3. PUBLIC PARTICIPATION

Arrangements will be made for members of the public to address the meeting. A maximum period of 15 minutes will be allocated for public participation in accordance with the Council's Standing Orders.

25/90 4. ELECTION OF CHAIRMAN

To elect the Chairman of the Parish Council for the 2026/27 municipal year. The elected Chairman will sign the Declaration of Acceptance of Office prior to taking the Chair.

25/91 5. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Parish Council for the 2026/27 municipal year.

25/92 6. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the Parish Council meeting held on 23rd March 2026 as a true and correct record. The minutes will be signed by the Chairman.

25/93 7. CASUAL VACANCIES

To note that two casual vacancies have arisen following resignations received from councillors.

25/94 8. CO-OPTION TO PARISH COUNCIL VACANCIES

8.1 To receive and consider applications for co-option to current councillor vacancies.

8.2 To note that Will Thompson has withdrawn his application following his election to Helpston Parish Council.

8.3 To consider the application received from Ruth Evered.

8.4 To consider any additional valid applications received prior to the meeting.

8.5 Successful applicants to sign the Declaration of Acceptance of Office prior to taking their seats as members of the Council.

25/95 9. CLERK RESIGNATION AND INTERIM ADMINISTRATIVE ARRANGEMENTS

9.1 To formally receive and note the resignation of Tony Henthorn as Clerk and Responsible Financial Officer.

9.2 To note the effective leaving arrangements and ongoing handover process.

9.3 To consider interim administrative arrangements pending appointment of a replacement clerk.

9.4 To note arrangements regarding return of council equipment, files and records.

9.5 To consider arrangements for future clerk recruitment.

ANNUAL MEETING OF THE PARISH COUNCIL 2026/27

This Annual Meeting was originally anticipated in early May but was rescheduled due to councillor availability and ongoing co-option arrangements.

26/01 1. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2025/26

1.1 To receive and note the Internal Auditor Report for 2025/26.

1.2 To consider and approve the Annual Governance Statement (Section 1) for 2025/26. Chairman to sign Section 1 on behalf of the Council.

1.3 To consider and approve the Accounting Statements (Section 2) for 2025/26.
Chairman and Clerk/RFO (or authorised interim signatory) to sign Section 2.

1.4 To approve arrangements for the Exercise of Public Rights in accordance with the Accounts and Audit Regulations 2015.

26/02 2. GOVERNANCE, FINANCE AND TRAINING

2.1 To receive and discuss the finance report to the end of May 2026 and resolve any matters arising.

2.2 Clerk Expenses Governance Framework — April 2026 Onwards

To receive and note the Clerk Expenses Governance Framework document relating to home working allowance, mileage, professional subscriptions, office equipment and shared cost apportionment arrangements up to the Clerk's leaving date.

2.3 Bank Signatories and Banking Arrangements

To review and confirm banking signatory arrangements following recent membership changes and the resignation of the Clerk.

2.3.1 To note that, pending completion of updated banking mandates and appointment of replacement authorised signatories, temporary arrangements may be required to maintain continuity of council financial operations.

2.3.2 To note that the Clerk salary standing order will require cancellation following the final salary payment.

2.4 To agree training arrangements for newly appointed councillors.

2.5 To confirm the appointment of Claire Tilley as Internal Auditor for the 2026/27 financial year.

2.6 To review and confirm the Asset Register value as at 31 March 2026.

2.7 To note the planned review arrangements for Standing Orders, Financial Regulations and governance policies during 2026/27.

2.8 To note and confirm the Council's insurance arrangements for 2026/27.

2.9 To consider ongoing councillor recruitment and community engagement arrangements.

2.10 To appoint a councillor to undertake periodic internal financial control checks during 2026/27.

2.11 To review and confirm the Council's risk management arrangements for 2026/27.

26/03 3. REPORT FROM WARD COUNCILLOR

To receive a report from the Ward Councillor.

26/04 4. PARISH PROJECTS

4.1 Nature Recovery and Verges Group update.

4.2 Village Traffic Calming Group update.

4.2.1 To receive an update regarding possible highways engagement on village gateway, signage and road layout measures intended to support compliance with village speed limits.

4.3 Sheepwash refurbishment and maintenance update.

4.3.1 To receive and consider a proposed maintenance programme for the Sheepwash area submitted by the Nature Recovery Group.

4.3.2 To receive an update regarding outstanding bramble clearance works and consider any further action required.

4.3.3 To receive an update regarding the proposed Sheepwash interpretation sign, including artwork, historical research and design requirements.

4.4 Multi-agency flood prevention update.

To receive updates regarding ongoing drainage, dyke maintenance and flood prevention matters affecting the parish and surrounding area.

4.4.1 To receive and note recent correspondence involving local residents, Sam Carling MP, Peterborough City Council and Anglian Water regarding ongoing sewage, drainage and infrastructure concerns affecting the parish and surrounding villages.

4.4.2 To receive and note updates regarding the ongoing Multi-Agency Group (MAG) flood partnership arrangements, including temporary changes to Anglian Water coordination and meeting schedules.

4.5 High Field Road bund and CCTV update.

4.5.1 To receive an update regarding potential CCTV measures, including indicative costs, possible community contributions and highways guidance relating to camera positioning and GDPR requirements.

26/05 5. REPORTS FROM REPRESENTATIVES AND ASSET MAINTENANCE

5.1 Grass cutting update.

5.2 Defibrillator Checks

To receive and note the latest defibrillator inspection records, including monitoring of reported battery status.

5.3 Maintenance Issues Requiring Action

To receive updates regarding maintenance matters requiring follow-up action, including minor playground maintenance issues.

26/06 6. PLANNING

To receive details of planning applications and note or resolve the Council's response where appropriate.

6.1 26/002028/CTR Silver Birch Tree — Langham Cottage, Church Lane, Bainton, Stamford PE9 3AQ
Decision: Permitted.

6.2 Planning enforcement correspondence update.

To receive and note correspondence from Peterborough City Council Planning Enforcement regarding previously reported concerns relating to land use and vehicle parking at land off the B1443.

6.3 26/002339/FUL — Erection of stable building (retrospective)
Poplar Farm, Bainton Green Road, Ashton, Stamford PE9 3BA.

6.4 26/002347/FUL — Erection of agricultural storage building at The Green, Helpston Road, Bainton, PE9 3AJ.

Decisions Made:

6.5 26/00012/LBC & 26/00011/HHFUL — Swallows Rest, Ufford Road, Bainton, Stamford PE9 3BB

Decision: Permitted.

26/07 7. PARISH / COMMUNITY / PCC LIAISON

7.1 Feedback from meetings attended.

7.2 Community correspondence.

7.3 To receive and note correspondence from Good Neighbours – Rural Peterborough regarding ongoing community support arrangements and indicative funding contributions for 2026/27.

26/08 8. COMMUNICATION AND CORRESPONDENCE

8.1 To agree communication items for Parish News.

8.2 To receive and note correspondence regarding parking and conservation-area concerns at Beever Way, Bainton, and consider whether any further council action or liaison is required.

8.3 Anglian Water — Pumping Station and Allotment Access Arrangements
To receive and consider correspondence regarding proposed temporary use of land adjoining the pumping station during planned Anglian Water works.

26/09 9. PAYMENTS AND RECEIPTS

Opening Balance (Current T1) — £5,687.20

17 April 2026 — CAPALC Subscription — £303.09

27 April 2026 — Outgoing Clerk Payment — £217.67

27 April 2026 — Outgoing Clerk HMRC — £43.09

27 April 2026 — Zurich Insurance — £697.36

27 April 2026 — Chair Expenses — £51.00

27 April 2026 — Clerk Salary (TH) — £288.86

27 April 2026 — Clerk Salary Standing Order (TH) — £307.42

27 April 2026 — Clerk Overpayment Returned — £159.34

30 April 2026 — PCC Precept — £9,312.50
1 May 2026 — Unity Bank Charge — £7.00

Balance at End of Period — £13,243.55

To Authorise:

April HMRC Payment — £72.22
May HMRC Payment — £72.22
May Salary Payment (Net) — £288.86
May Expenses Payment — £49.89

Current Account Balance as of 20 May 2026 — £12,971.33
Instant Access Account — £5,739.31

To note that the Clerk salary standing order will require cancellation following the final salary payment.

To note that a final salary and expenses request may be submitted following completion of the Clerk's employment and reconciliation of outstanding amounts due.

26/10 10. DATE OF NEXT MEETING

To agree and note the date of the next Parish Council meeting.