

# BAINTON & ASHTON PARISH COUNCIL

## Annual Meeting of the Parish Council

To be held on **Thursday, 28th May 2026 at 7.00 pm**  
In the Reading Room, Bainton

Dear Councillors,

You are required to attend the **Annual Meeting of Bainton and Ashton Parish Council**, where the following business will be transacted.

Yours sincerely,

**Tony Henthorn**

Clerk and Responsible Finance Officer

Date: 8<sup>th</sup> May 2026

### AGENDA

As the previous Chairman has resigned, there is currently no Chairman in office. The Clerk will therefore facilitate the opening administrative items until the election of the Chairman.

- 25/87**      **1. APOLOGIES FOR ABSENCE**  
To receive and note apologies received by the Clerk.
- 25/88**      **2. DECLARATIONS OF INTEREST**  
To receive all declarations of interest under the Council's Code of Conduct related 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 will require that the member withdraw from the meeting room during the transaction of that item of business.)
- 25/89**      **3. PUBLIC PARTICIPATION**  
Arrangements will be made for the public to join the meeting.  
A maximum of 15 minutes will be allotted to members of the public to address the meeting on any agenda item.
- 25/90**      **4. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**  
The elected Chairman will sign the Declaration of Acceptance of Office and take the Chair.
- 25/91**      **5. MINUTES OF THE LAST MEETING (previously circulated)** To agree that the minutes of the Parish Council meeting held on **23rd March 2026** are a true record. Minutes to be signed by the Chairman.

- 25/92**            **6. CASUAL VACANCIES**  
To note that two casual vacancies have arisen following resignations received from Councillors.
- 25/93**            **7. CO-OPTION TO THE PARISH COUNCIL VACANCIES**  
To receive applications for co-option and resolve to appoint **two councillors** to fill the vacancies. Successful applicants will sign the Declaration of Acceptance of Office prior to taking their seats as members of the Council.

## **ANNUAL MEETING OF THE PARISH COUNCIL 2026/2027**

This Annual Meeting had originally been anticipated earlier in May but was scheduled for 28 May 2026 due to councillor availability and ongoing co-option arrangements.

- 26/01**            **1. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2025/26**  
**1.1** To receive the **Internal Auditor Report** for 2025/26.  
**1.2** To consider and approve the **Annual Governance Statement (Section 1)**, Chairman to sign Section 1.  
**1.3** To consider and approve the **Accounting Statements (Section 2)**, Chairman and Clerk/RFO to sign Section 2.
- 26/02**            **2. GOVERNANCE, FINANCE AND TRAINING**  
**2.1** To receive and discuss the finance report until the end of April 2026 and resolve any issues.  
**2.2** Clerk Expenses Framework — April 2026 Onwards  
To receive and approve the Clerk Expenses Governance Framework setting out the basis for home working allowance, professional subscriptions, mileage, office equipment, and shared cost apportionment across councils from April 2026 onwards  
**2.3** To confirm bank signatories following membership changes.  
**2.3.1** To note that, pending completion of updated banking mandate arrangements and appointment of replacement authorised signatories, certain payments are currently requiring temporary authorisation arrangements from former councillors and the former Clerk in order to maintain continuity of council financial operations.  
**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**

**3.1** 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 development of 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. REPORT 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 council response.

**6.1** 26/002028/CTR for T1) - Silver birch (red) - Remove Tree at 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

**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 on communication for Parish News.

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

**26/09**

**9. PAYMENTS and RECEIPTS** To authorise payments to be made or made as follows:

<b>Opening Balance (Current T1)</b>		<b>£5,687.20</b>
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
<b>27 April 2026</b>	<b>Clerk overpayment returned</b>	<b>£159.34</b>
<b>30 April 2026</b>	<b>PCC Precept</b>	<b>£9,312.50</b>
1 May 2026	Unity Bank Charge	£7.00
<b>Balance at end of period</b>		<b>£13,243.55</b>

*To Authorise:*

April HMRC Payment for the current clerk (TH)	£72.22
May HMRC Payment to the current clerk (TH)	£72.22
May Salary (net) Payment to the current clerk (TH)	£288.86
May Expenses Payment to the current clerk (TH)	£49.89

**Current Account Balance as at 20 May 2026**

**£12,971.33**

Instant Access Account

£5,739.31

**26/10**

**10. DATE OF NEXT MEETING**

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