

BAINTON & ASHTON ANNUAL PARISH COUNCIL MEETING

Minutes of a meeting of Bainton and Ashton Parish Council held at the Reading Room, Bainton on Friday 26th June 2026 at 7pm.

It is noted that the meeting was deferred from May due to Parish Council changes and availability.

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

1. APOLOGIES FOR ABSENCE

- a. **Present:** William Gibson, Neil Smith, Stephen Taylor plus one member of the public.
- b. **Apologies:** To receive and note apologies received by the Clerk who resigned on the 20 June. Clerk resignation has been accepted by the Parish Council between the previous meeting.

2. DECLARATIONS OF INTEREST

- a. To receive declarations of interest under the Council's Code of Conduct relating to business on the agenda: None.
- b. To receive written requests for Dispensations for Disclosable Pecuniary Interests: None.
- c. To grant any requests for Dispensation as appropriate: None.

3. PUBLIC PARTICIPATION (public allowed 15 minutes)

- a. None.

4. ELECTION OF CHAIRMAN

- a. William Gibson was nominated by Neil Smith and seconded by Stephen Taylor. William Gibson accepted his role as Chairman and was duly elected. Acceptance of Office Form to be signed.

5. ELECTION OF VICE-CHAIRMAN

- a. Neil Smith was nominated by William Gibson and seconded by Stephen Taylor. Neil Smith accepted his role as Vice Chairman and was duly elected. Acceptance of Office Form to be signed.

6. MINUTES OF THE PREVIOUS MEETING

- a. Minutes of the Parish Council meeting held on 23rd March 2026 approved as a true and correct record. Signed by the Chairman.

7. RESIGNATIONS

- a. It was noted that two casual vacancies for Councillors have arisen following resignations.
- b. Noted that the Clerk resigned on 20th June so there is a vacancy. New Clerk to be interviewed and appointed. Agreed that two Parish Councillors authority to do this between the meeting with approval by Chair due to filing timing requirements.

8. VACANCIES & CO-OPTION

a. It was noted there were three Councillor applications: Ruth Evered, Will Thompson who had withdrawn his application and Andrew Coles lived outside the Parish.

b. Ruth Evered attended the meeting as a prospective councillor. Councillors reviewed her application prior to the meeting. Ruth was invited to ask questions of BAPC and to observe. BAPC thanked her for her interest in serving the community and agreed to her co-option at the meeting. It was noted that she lived in Bainton and given that all other members were in Ashton this was a big positive to her involvement. Acceptance of Office Form to be signed.

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

a. It was noted that the Internal Audit for 2025/26 by Claire Tilley has been carried out. There are several internal control issues which have arisen and actions noted further to this. It was agreed to enact these going forward. Ruth Evered to follow up and comment on the actions that have been taken by BAPC to ensure meet the requirements for the AGAR filing.

b. The Annual Governance Statement (Section 1) for 2025/26. This was reviewed, approved and signed by the Chairman and Interim Clerk & RFO (Ruth Evered who is a Chartered Accountant). This was proposed by Cllr. Gibson and agreed by all Councillors.

c. The Annual Governance Statement (Section 2) for 2025/26. This was reviewed, approved and signed by the Chairman and Interim Clerk & RFO (Ruth Evered who is a Chartered Accountant). This was proposed by Cllr. Gibson and agreed by all Councillors.

10. GOVERNANCE, FINANCE AND TRAINING

a. Received and discussed the finance report to the end of April 2026 and highlighted a few issues which Cllr. Evered has agreed to look at post meeting ahead of the public availability.

b. Clerk Expenses. Noted proposed outgoing Clerk expenses yet to be received. To agree at the September meeting.

c. New Clerk to be sought. Agreed worth approaching second candidate but also look for someone with Clerking experience. See Minute 7b above.

d. Unity Trust. Cllr. Gibson, Cllr. Smith, Cllr. Taylor and Cllr. Evered all agreed to be added to the mandate to preview and authorise payments. Tony Henthorn (former Clerk) to be removed and new Clerk to be added in time.

e. Training arrangements for newly appointed councillors to be reviewed and options to be agreed at the next meeting.

f. Cllr. Evered to contact Claire Tilley to re-appoint as Internal Auditor for the 2026/27 financial year. To be approved at the next meeting.

g. The Asset Register value reviewed as of 31st March 2026, and it was noted that it didn't include the newly installed play equipment. It was agreed a note would be included in AGAR.

h. Noted the planned review arrangements for Standing Orders, Financial Regulations and governance policies during 2026/27. To include as part of Clerk handover.

i. Noted and confirmed the Council's insurance arrangements for 2026/27.

- j. Ongoing councillor recruitment and community engagement arrangements carried to next meeting whilst on-boarding new Councillors.
- k. Cllr. Evered agreed to undertake periodic internal financial control checks during 2026/27.
- l. Council's risk management arrangements for 2026/27 to be reviewed by new Clerk.

11. REPORT FROM WARD COUNCILLOR:

- a. No updates.

12. PARISH PROJECTS

- a. Nature Recovery and Verges Group update. No update received. To communicate with Group re Parish Council changes and ask for input required.
- b. Village Traffic Calming Group update.
 - i. Update received. A number of drivers been reported to the Police. To communicate with Group re Parish Council changes and ask for input required going forward.
- d. No update regarding possible highways engagement on village gateway, signage and road layout measures intended to support compliance with village speed limits. Deferred to next meeting.
- e. Sheepwash refurbishment and maintenance update noted.
- f. Received a proposed maintenance programme for the Sheepwash area submitted by the Nature Recovery Group. Deferred to next meeting.
- g. To receive an update regarding outstanding bramble clearance works and consider any further action required. Specific brambles issue noted and Chairman to respond.
- h. No update received regarding the proposed Sheepwash interpretation sign, including artwork, historical research and design requirements.
- i. Multi-agency flood prevention update. It is noted that Ward Cllr. Kevin Tighe is now liaising directly with Anglian Water regarding ongoing drainage, dyke maintenance and flood prevention matters affecting the parish and surrounding area.
- j. Received and noted 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.
- k. Received and noted updates regarding the ongoing Multi-Agency Group (MAG) flood partnership arrangements, including temporary changes to Anglian Water coordination and meeting schedules. It is noted that Kevin Tighe is now liaising directly with Anglian Water regarding ongoing drainage, dyke maintenance and flood prevention matters affecting the parish and surrounding area. To request updates from him ongoing.
- l. High Field Road bund and CCTV update.
 - i. Update regarding potential CCTV measures, including indicative costs, possible community contributions and highways guidance relating to camera positioning and GDPR requirements deferred to next meeting.

13. REPORTS FROM REPRESENTATIVES AND ASSET MAINTENANCE

- a. Grass cutting update tabled.
- b. Defibrillator Checks: Received and noted the latest defibrillator inspection records and action to ensure June/July inspection has taken place.
- c. Maintenance Issues Requiring Action: Received maintenance matters requiring follow-up action, including minor playground maintenance issues. To be part of new Clerk handover.

14. PLANNING

- a. Received details of planning applications:
- b. 26/002028/CTR Silver Birch Tree — Langham Cottage, Church Lane, Bainton, Stamford PE9 3AQ Decision: Permitted. **Noted and no comment.**
- c. 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. **Noted and included Parish Project update.**
- d. 26/002339/FUL — Erection of stable building (retrospective) Poplar Farm, Bainton Green Road, Ashton, Stamford PE9 3BA. **Noted and no comment.**

15. PARISH / COMMUNITY / PCC LIAISON

- a. No feedback from meetings attended.
- b. Community correspondence noted.
- c. Approval of £250 payment for Allotment community group sought. In support of maintenance of the Parish Council assets. This payment was approved and payment to be agreed once bank mandate transferred.
- d. Received and noted correspondence from Good Neighbours – Rural Peterborough regarding ongoing community support arrangements and indicative funding contributions for 2026/27. To table at the next Parish Council meeting.

16. COMMUNICATION AND CORRESPONDENCE

- a. Agreed to include an item re the new Parish Councillors in Parish news once new Clerk in position.
- b. Received and noted correspondence regarding parking and conservation-area concerns at Beaver Way, Bainton, whether any further council action or liaison is required deferred to next meeting.

17. PAYMENTS AND RECEIPTS

- a. The following payments made/to be made were noted and authorised and receipts noted.

Opening Balance (Current T1) - £5,687.20

April 2026 –

CAPALC Subscription — £303.09

Outgoing Clerk Payment — £217.67

Outgoing Clerk HMRC — £43.09

Zurich Insurance — £697.36

Chair Expenses — £51.00

Clerk Salary (TH) — £288.86

Clerk Salary Standing Order (TH) — £307.42

Clerk Overpayment Returned — £159.34

PCC Precept received — £9,312.50

May 2026 -

Unity Bank Charge - £7.00

Balance at End of Period - £13,243.55

Authorised:

April HMRC Payment - £72.22

May HMRC Payment - £72.22

May Salary Payment (Net) - £288.86

May Expenses Payment - £49.89

Allotment contribution - £250

Current Account Balance as of 20th May 2026 - £12,971.33 and Instant Access Account £5,739.31 noted.

18. DATE OF NEXT MEETING: Agreed as the 9th September 2026.