

Hagworthingham Parish Council

Minutes of the Annual meeting of the Parish Council held on Monday 19 May 2025 commencing at 7.30 p.m.

Present: With Cllr Mark Clayton in the Chair, there were present, Cllrs – Paul Colam-French and Paul Masters

In attendance: Clerk Mrs Susan Archibald

Also present: Cllr W Grover, ELDC (part)

The Chairman declared the meeting opened at 7.30 p.m.

1. To elect a Chairman and to sign Chairman's Declaration of Acceptance of Office

It was proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – That Cllr Clayton be elected Chairman for the forthcoming municipal year; the Chairman duly signed his Declaration of Acceptance of Office.

2. To elect a Vice-Chairman and to sign Vice-Chairman's Declaration of Acceptance of Office

It was proposed by Cllr Clayton, seconded by Cllr Colam-French and:-

RESOLVED – That Cllr Masters be elected as Vice-Chairman for the forthcoming municipal year; the Vice-Chairman duly signed his Declaration of Acceptance of Office.

3. Apologies for absence and reasons given

There were none.

4. Declarations of Disclosable Pecuniary Interest in accordance with the Localism Act 2011 not previously notified and/or consideration of any written request for Dispensation

There were none.

5. Notes of the meeting of the Council held on Monday 14 April 2025 to be approved as Minutes and signed by the Chairman

It was proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – That the notes of the meeting of the Council held on Monday 14 April 2025 be approved as a correct record and signed by the Chairman.

6. To receive the notes of the Annual Parish Meeting held on Monday 14 April 2025

Members noted the foregoing.

7. Public Forum

Cllr Grover reported on the opening of the Councillor Community Grant scheme for this year with £800 allocated to each of his parishes and updated the meeting on the new food waste home collection scheme commencing in April 2026.

8. Co-Option to Vacant Seats

The Clerk reported that for personal reasons, Jan Hewitt and Ruth Wisby had both resigned from the Parish Council with immediate effect and, in the absence of any candidates for Co-Option having come forward, the current three vacancies would be rolled on to the next meeting, with the further two casual vacancies notified to ELDC.

Note: The Clerk would write to both retiring Councillors to thank them for their contributions over the years.

9. To review and approve insurance arrangements for 2025/26

It was proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – That the insurance arrangements, under the long term 5 year agreement, as presented, be approved for 2025/26 at a premium of £287.94.

10. To consider and approve updates to the Asset Register

Members noted no changes needed to the Asset Register

RESOLVED – That the existing Asset Register be approved.

11. To review the Risk Assessment

Members noted no changes needed to the Risk Assessment currently in place.

12. To review Standing Orders and Financial Regulations and decide whether any updates/amendments were necessary

It was:-

RESOLVED – That no amendments to Standing Orders and Financial Regulations were necessary.

13. Timetable of Meetings for 2025/26

Members were asked to consider and approve a Timetable of Meetings for 2025/26.

It was:-

RESOLVED – That the Timetable of Meetings for 2025/26, as below, be approved.

1 September 2025

13 October 2025

24 November 2025 (to commence at 7.00 p.m.)

12 January 2026 (to commence at 7.00 p.m.) (will only be held if necessary)

23 February 2026 (to commence at 7.00 p.m.)

13 April 2026 (preceded by the Annual Parish Meeting at 7.00 p.m.)

Annual Meeting 18 May 2026

Meetings are on a Monday and usually commence at 7.30 p.m., except where shown above commencing at 7.00 p.m. during the winter months.

14. Community Speedwatch

Members considered reinstating exercises, however, following the appeal to local residents and with no interest having been shown in support of the scheme, there was no proposal to carry out speedwatch exercises in 2025.

15. Litter Picking

Members considered reinstating litter picking parties, however, following the appeal to local residents and with little interest having been shown in support of the scheme, there was no proposal to carry out formal planned litter picking exercises in 2025.

16. Grass Cutting

It was proposed by Cllr Masters, seconded by Cllr Colam-French and:-

RESOLVED – That CMC Landscaping be appointed to carry out 5 x strips of the village benches at £60 per cut.

17. Financial Matters

(a) Monies at bank

Current account - £11127.57

Bus account - £6181.43

(b) To approve payment of outstanding invoices

It was proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – (a) that items (a) and (b)(above) be noted and approved.

It was further proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – (b) that the Accounts for the year ended 31 March 2025, as presented, be approved;

and

(c) that the report of the Internal Auditor be noted, with thanks.

It was proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – (d) That the Annual Governance Statement in the Annual Return for the year ended 31 March 2025 be noted with answers of ‘yes’ to all relevant questions.

and:-

RESOLVED – (e) That the Accounting Statement in the Annual Return for the year ended 31 March 2025 be noted and approved

It was further proposed by Cllr Colam-French, seconded by Cllr Masters and:-

RESOLVED – (f) That the Chairman and the RFO sign the Certificate of Exemption to certify the Parish Council as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

18. To receive reports from Councillors relating to outstanding projects

There were none.

19. To receive reports from the Clerk in relation to Council matters

The Clerk advised that a letter of thanks for the grass cutting donation for 2025 had been received from the Church and noted that they would consider the condition of the footpaths around the building and churchyard.

She reported that LIVES had offered replacement defibrillator pads at half price to replace the short life ones at Manor Road; this would be for approval in September.

Recently elected LCC Councillor Alex McGonigle had passed his apologies to the Clerk for this meeting and advised that he would be pleased to attend in future when he could.

A bill for zero pounds had been received in respect of 6 months electrical usage at Manor Road.

18. To receive general correspondence

There was none.

19. To confirm the date of the next meeting of the Council

It was proposed, seconded and:-

RESOLVED – That the date of the next meeting of the Parish Council be agreed as Monday 1 September 2025 at JJ's Café at 7.30 p.m.

The meeting closed at 8.16 p.m.