Hagworthingham Parish Council

Minutes of the Annual meeting of the Parish Council held on Monday 18 May 2026 commencing at 7.30 p.m.

Present: With Cllr Mark Clayton in the Chair, there were present, Cllrs – Andrew Bruce, David Fincham, Allen Lowe, Leia Richards and Samantha Richards

Absent: Cllr P Masters

There being no attendance from the District and County Councillors no reports were presented.

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

It was proposed by Cllr Bruce, seconded by Cllr Fincham and:-

RESOLVED – That Cllr Clayton be elected Chairman for the ensuing 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 Fincham, seconded by Cllr S Richards and:-

RESOLVED – That Cllr Masters be elected Vice-Chairman in his absence and would sign his Declaration of Acceptance of Office at the next meeting.

3. Apologies for absence and reasons given

An apology for absence with valid reasons was accepted from Cllr Masters.

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 13 April 2026 to be approved as Minutes and signed by the Chairman

It was proposed by Cllr Fincham, seconded by Cllr Howe and:-
RESOLVED – That the notes of the meeting of the Council held on Monday 13 April 2026 be approved as a correct record to be signed by the Chairman at the next meeting.

6. To receive the notes of the Annual Parish Meeting held on Monday 13 April 2026

Members noted the foregoing.

7. Public Forum

To suspend the meeting for a short time to receive reports of County and District Councillors and any questions from the public, as appropriate. There were none.

8. To review and approve the insurance arrangements for 2026/27

It was proposed by Cllr Howe, seconded by Cllr Fincham and:-

RESOLVED – That the insurance provision for 2026/27 as presented, be approved.

9. To consider and review the Asset Register

It was proposed, seconded and:-

RESOLVED - That consideration of the Asset Register be deferred to the next meeting.

10. To review the Risk Assessment and decide upon necessary amendments/updates

It was proposed, seconded and:-

RESOLVED - That consideration of the Risk Assessment be deferred to the next meeting.

11. To review Standing Orders and Financial Regulations and approve amendments/updates as necessary

It was proposed by Cllr Bruce, seconded by Cllr S Richards and:-
RESOLVED – That no amendments to the Standing Orders or Financial Regulations were necessary at this time.

12. Timetable of Meetings for 2026/27

It was proposed by Cllr Fincham, seconded by Cllr Howe and:-
RESOLVED – That the Timetable of Meetings for 2026/27 be approved as follows:-

29 June 2026
7 September 2026
19 October 2026
30 November 2026 (to commence at 7.00 p.m.)
11 January 2027 (to commence at 7.00 p.m.) (will only be held if necessary)
22 February 2027 (to commence at 7.00 p.m.)
12 April 2027 (preceded by the Annual Parish Meeting at 7.00 p.m.)
Annual Meeting 17 May 2027

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.

13. Litter Picking

It was proposed by Cllr Clayton, seconded by Cllr Bruce and:-
RESOLVED – That Cllr Fincham be charged with reinstating litter picking, organised under the umbrella of the Parish Council.
Note: Precise arrangements to be considered at a future meeting; to include appropriate risk assessments of proposed areas.

14. Grass Cutting

It was proposed by Cllr S Richards, seconded by Cllr Fincham and:-

RESOLVED – That the contractor, as last year, be appointed to undertake strimming of grass around the village benches. 5 cuts at a total cost of £300, as per last year.

15. Village Furniture

Members considered the condition of the village furniture, in particular the village signs and the matter was deferred for decision on necessary action to the next meeting.

16. Financial Matters

(a) Monies at Bank
(b) To approve payment of outstanding invoices

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

17. To receive reports from Councillors relating to outstanding projects

There were none.

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

There were none.

19. To receive general correspondence

There was none.

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

It was proposed, seconded and:-
RESOLVED – That the date of the next ordinary meeting of the Parish Council be agreed, as scheduled, for Monday 29 June 2026 at JJ's Café at 7.30 p.m.

The meeting closed at 8.35 p.m.