

# HOUGH ON THE HILL PARISH COUNCIL

## MAY 2026 AGENDA

Notice is hereby given that the **Annual Meeting of Hough on the Hill Parish Council** will be held on **Thursday 7th May 2026** at Hough on the Hill Church community area, commencing at **7 pm**.

**Donna Lang, Parish Clerk**

**30<sup>th</sup> April 2026**

### **AGENDA**

1. To elect a Chair for the new council administrative year and for them to sign their Acceptance of Office as Chair.
2. To elect Vice Chair for the new council administrative year.

Chairman to close the meeting to enable:

### **15 Minute Public Participation**

(Maximum 3 minutes per member of the public)

When members of the public may ask questions or make short statements to the Council.

Chair to re-open the council meeting.

3. To receive apologies and valid reasons for absence, these having been submitted to the Clerk prior to the meeting.
4. To receive Declarations of Interest in accordance with the requirements of the Localism Act 2011 and receive Requests for Dispensations.
5. To approve the draft notes as the Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> March 2026 and for the Chairman to sign them as the agreed minutes.
6. To receive reports from County and District Councillors (for information only).
7. To note the list of correspondence since the March meeting (correspondence list attached on website only).
8. To co-opt a councillor. There are currently two vacancies which have been advertised on all noticeboards and website. No one has come forward to be co-opted. The vacancies will continue to be open until the vacancies are filled.
9. Any other business (received since posting of Agenda).

### **Planning and Tree Matters:**

None received.

## **Financial Matters:**

10. To approve bank reconciliations for 31.03.26 and 30.04.26. The bank reconciliations had been checked by *Cllr Sharman* prior to the meeting.
11. To note payment of £45 to Hough on the Hill Church in respect of use of church rooms for September, November 2025 and March 2026.
12. To note payment to Microsoft 365 Personal of £84.99 in respect of annual Microsoft subscription.
13. To note LALC invoice of £108.00 in respect of webmaster minutes for website.
14. To note increase of Clerk's current salary point following annual appraisal November 2025 with effect from 1<sup>st</sup> April 2026.
15. To note annual direct debit payment set up to SKDC for the removal of green garden waste bin at St. John's Church, Brandon in the sum of £55.00.
16. Resolution to approve the payment of Clerks expenses March and April 2026 £31.48.
17. To approve the Annual Governance Statement for the 2025-2026 Annual Governance and Accountability Return (AGAR) and for the clerk and chair to sign.
18. To note Internal Audit report and resolve any actions required.
19. To approve the Annual Governance Statement for the 2025-26 Annual Governance and Accountability Return (AGAR) (already checked by PC before the meeting) and for this to be signed by the Chair and the Clerk.
20. To approve the Accounting Statements for the 2025-26 Annual Governance and Accountability Return (AGAR (which has already been approved and signed by the RFO) and for this to be signed by the Chair (already checked by PC before the meeting).
21. To note VAT claim return of £411.28.
22. To discuss and confirm arrangements for insurance cover with effect from 1 June 2026.
23. To note the dates for the period for the exercise of public rights, as set by the RFO.
24. To discuss the change of email address to Gov.uk domain and the cost of doing so.
25. To review the following policies and procedures
  - (a) Standing Orders;
  - (b) Financial Regulations.
26. To note the list of land and assets under the Asset Register as at April 2026.
27. Resolution to adopt IT and Freedom of Information Publication Scheme Policies (forwarded to all councillors prior to the meeting).
28. Resolution to change the date of the meeting in November from Thursday 12<sup>th</sup> November to Thursday 26<sup>th</sup> November 2026 due to clerk's absence on holiday.
29. To note works to be provided by CVS Volunteer Scheme:

- (i) Entrance and exit gates to Brandon painted white;
- (ii) noticeboards in each village to have wood preservative; and
- (iii) entrance gate and bench in Hough Play area to have wood preservative.

30. Resolution to approve expenses incurred from CVS Volunteer Scheme, not known at present but not estimated to be more than £200.

31. To note date of next meeting – Thursday 10th September 2026.

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Correspondence received since 1<sup>st</sup> March to 30 April 2026

Cllr Bamford Report

SKDC Remembrance trees day of reflection national covid day notice

Parishioner email re: large lorries going through Hough

SKDC Budget 2026/27 approval

LCC consultation on local government

District Cllr Milnes report

LALC News

Microsoft renewal subscription invoice £84.99

Locality questionnaire

SKDC age friendly communities questionnaire

Cllr Volunteer Schemes advice and guidance

Cllr S Allen resignation letter

Julie Edwards SKDC acknowledgement of resignation of S Allen

SK Community Awards Scheme

SKDC planning policy notification and consultations

Parishioner email re: consultation on Neighbourhood Plan

SKDC Notice of Draft Design Code Engagement Online workshop

Parishioner email re: Panda lorries through Hough

LALC enquiries

SKDC – appointment of examiner for Neighbourhood plan

V Clark – Internal audit

PFK Littlejohn AGAR documentation and external auditor instructions

SKDC NP – confirmation of processing representations submitted for the NP by public

CHB Trust invoice in respect of annual support costs £468.00

Parishioner email regarding ideas for completion of triangle at Lower Road, Hough

LALC – notification of resignation of Tony Shaw

LCC advice notice on flood notices in the parish

SKDC notification of household food waste

ICO Data protection fee invoice £47

Cllr Bamford – Community disco poster for Hougham PC

Cllr Bamford/P Milnes – Report back on Panda recycling trucks regarding travel restrictions through the villages

Currys – increase in charges to icloud back up from November 2026

LALC training bulletin

V Clark – End of year internal audit reports 2025-26

Cloud Next information on gov.uk domain

Cllr Bamford – roadworks alert notice

Crisis and Resilience Fund poster (put on all noticeboards)

SKDC direct debit mandate instruction – green bin at Brandon Church

SKDC – Funding search for new play equipment/maintenance enquiry

Gallagher Insurance quotation for June 2026-27

LALC News

SKDC – NP next steps update

LCC Parish newsletter

LCC – Volunteers programme – update on materials needed for works and commencement date