HEDLEYHOPE PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on 19 May 2026 at 7.30 pm in the Village Hall, East Hedleyhope

Present

Chair: Sarah Woodroffe (SW)
Cllrs: Pete Ayling (PA), Judith Patrick (JP), Sarah Stuart (SS), Jean Thorburn (JT)
Officer: Gillian Bell (Clerk)

1. **Election of Chair**

   SW was elected Chair of the Council for the next year.

2. **Election of Vice Chair**

   DW was elected Vice Chair of the Council for the next year.

3. **Apologies for Absence**

   Cllrs Tony Reeve and Deb Warde

4. **Declarations of Interest**

   None to declare.

5. **Public Participation**

   No members of the public present.

6. **County Councillor's Report**

   No report received.

7. **PCSO briefing**

   No report received.

8. **Minutes and recommendations therein agreed from previous meeting on 28 April 2026**

   Proposed by SS, seconded by SW.

9. **Bank mandate and current direct debits**

   It was agreed that SW, DW, JT and the Clerk would continue as the Lloyds Bank signatories. The village hall water (Wave), electricity (Octopus Energy) and WiFi (Talk Mobile) costs are currently paid by direct debit. In addition, the parish council's webhosting (20i) is paid monthly by debit card. These were approved to continue.

10. **Standing Orders and Financial Regulations**

The standing orders were unchanged and section 10 of the financial regulations had been updated to reflect the decision to no longer use petty cash. It was agreed to approve the standing orders and financial regulations.

11. **Asset Register**

It was agreed to add the festoon lighting on the village hall to the asset register. The reinstatement cost for the village hall was discussed, as it is recommended to review this every five years to prevent underinsurance. It was agreed that the Clerk would look into the cost of a survey.

12. **Appointment of Internal Auditor 2026/27**

It was agreed to reappoint Gordon Fletcher as the independent internal auditor for 2026/27.

13. **Election of representatives to outside bodies**

Rather than having a single representative to attend the CDALC AGM and Smaller Councils Forum, it was agreed that the Clerk would circulate the meeting dates and agendas for any councillor to attend if available. Up to two representatives could attend each CDALC meeting.

14. **Budget update**

Balance as of 18 May 2026:

Income: £6215.23
Expenditure: £1722.16

Earmarked project expenditure:
Seat repair and installation: £1000
Windfarm Community Fund (seating project): £1803

The bank reconciliation for April 2026 had been circulated.

15. **Matters relating to the village hall, village green and nature reserve**

Upgrading the kitchen

SW had submitted the application to the National Lottery Awards for All scheme.

Windfarm Community Fund projects - update

Makepeace Landscapes would carry out the paving work outside the hall on 21 and 22 May.

Four photo collages had been assembled with the available photos and craft paper, and comments were requested. It had been proposed to use groups of nine photos rather than have 12 arranged in the collage. Further suggestions included adding captions and also grouping the photos from oldest to more recent to reflect the village's history. It was also agreed to ask other residents if they had any old photos they could contribute.

New Windfarm Community Fund application – furniture for the village hall and seat restoration

The Tow Law windfarm community fund was not yet open for applications.

S106 play area project - update

Makepeace Landscapes had completed the surface treatment and pressure washing of the play equipment. SW had contacted Paul Raine regarding repainting the multi-play unit but he has ceased trading. Makepeace Landscapes had quoted £750 + VAT to do the work and there was £726 remaining in the S106 grant. It was agreed that the Clerk would contact Makepeace Landscapes to arrange a date to carry out the repainting and the parish council would pay the additional £24.

New S106 play area project – replacement equipment

The Clerk had submitted the new application for S106 funding for the replacement play equipment.

16. **Future Projects**

No further projects were raised.

17. **Parking issues in the turning circle in West View**

PA reported that the issue with parking related to a visitor who had parked in the turning area. There had been complaints from a number of neighbouring properties but the car had now gone. It was hoped that the matter was resolved.

18. **Members' reports**

None to report.

19. **Clerk's report**

Financial

Payments made in April and May 2026:

G Bell	£ 461.28	April salary & IT costs
Makepeace Landscapes	£ 984.00	Play area pressure washing (S106)
20i	£ 12.00	Website hosting – May 2026
Octopus Energy	£ 58.62	Village hall electricity charges: April 2026
TalkMobile	£ 6.95	Village hall WiFi
Total:	**£ 1522.85**	

Petty cash float: **£1.88**

- Payment of the CDALC subscription for 2026/27 (£34.46) was approved.
- The internal audit had been completed and the auditor would forward his report and the signed AGAR form.

20. **Date of next meeting:** Tuesday 23 June 2026 at 7.30 pm

The meeting closed at 8.10 pm.

Signed

Cllr Sarah Woodroffe
Chair
23 June 2026