

Allington Parish Council

Mrs K Griffin, Clerk and RFO
Email: parish.clerk@allingtonpc.org.uk

AGENDA

Annual Parish Council Meeting to be held at Allington Village Hall
Wednesday 14th May 2025 7:15PM

Public Forum: The Parish Council meeting will be preceded by a public forum commencing at 19:15 for which councillors are asked to be present. Members of the public may ask questions or make short statements to the Council, District and County Councillors and the Police may also make reports. Members of the public are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.

Dear Councillor,

I hereby give you notice that the Annual Parish Council meeting of Allington Parish Council will be held at Allington Village Hall, on Wednesday 14 May 2025 at 7:15PM. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Kate Griffin
Allington Parish Clerk
08 May 2025

AGENDA

1. **Welcome and Apologies for absence**
2. **ELECTION OF CHAIR & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIR FOR 2025/26**
3. **ELECTION OF VICE CHAIR & SIGNING OF DECLARATION OF ACCEPTANCE FOR 2025/26**
4. **PUBLIC FORUM – To resolve to suspend standing orders for a maximum of 15 minutes to allow members of the public to make comment.**
5. **TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011**
To receive declarations of Members interests in relation to agenda items.
To consider request for dispensations from Members.
6. **APPROVAL OF MINUTES**
To resolve to accept the Clerk's notes of the Extraordinary Council Meeting held on 8th April 2025 to be approved as minutes. (seen and reviewed by all councillors before meeting).

7. ANNUAL PROCEDURES

To conduct the annual review of policies and adoption of Standing Orders and Financial Regulations for the Council.

(As previously circulated and reviewed before meeting).

Update of progress of asset register

8. CLERKS REPORT

Correspondence

Emails received from several residents regarding proposed Haworths Development.

Email received from Allington Manor regarding car park usage at Playing Fields.

Email from Councillor Leadenham regarding Flood Group event.

Email from Councillor Leadenham regarding community speedwatch.

Email of introduction from new Councillor Litchfield.

Email from resident regarding Allington PC Facebook page.

Email from resident regarding Highways update on Peach Lane.

Email renewal quote from insurance company.

Email from Smiths Construction enquiring about decision of MUGA maintenance.

Email from PFFC requesting clerk to order marquee replacement parts using PFFC funds

Email received from Councillor Scott resigning from the council.

Finance

Invoices and payments and monies received

Invoice from LALC for Internal Audit £264

Invoice from Village Hall for meeting hire 12MAR25 £25

Receipts from Davd Smedley (Village Caretaker) for materials for bench installation for reimbursement £33.65

Invoice from Marmax for picnic bench for petanque area £614.40

Invoice from Hempstead for grass cutting 1st payment £457.50 month 1 of 8

Time sheet for Playing fields caretaker 3 ½ hours overtime for work on PF posts installation

Time sheet for Parish Clerk overtime to process internal audit

Invoice from SKDC for Lottery Licence annual fee £20

Receipts from Councillor Plummer for materials for playing fields car park posts £129.70

Payments received in:

Payments from Allington Manor for car parking. 2 X£25

Remittance advice for payment from SKDC for community cleaning £463.32

Remittance advice for payment from from SKDC for precept £15050.00

Payments already paid in advance of meeting due to time constraints but require signatures for approval:

Over time for Village Caretaker 5 ½ hours worked on bench installation in March 2025

EDF energy £164.49

Gala Tents marquee order for PFFC (ringfenced) (as previously agreed) £1828.89

Tax Payment to HMRC £141.40

To approve Q4 and Year End Bank Reconciliation

To resolve to approve bank signatories for 2025/26

9. DISTRICT/COUNTY COUNCILLORS REPORT

10. INSURANCE RENEWAL

To resolve to accept the quote for insurance renewal on this occasion, due to lack of time, for 2025/26 and that going forward with renewal next time for 2026/27 three separate quotes would be obtained as per the requirement following internal audit.

11. AGENDA ITEMS FOR NEXT SCHEDULED ORDINARY MEETING (09/07/25)

BUS SHELTER

Maintenance update

ALLINGTON MANOR

Car parking arrangements and fees

MUGA

To discuss and approve ongoing maintenance plan as per quote from Smiths construction for 2025/26 – previously circulated.

OUTCOME OF HAWORTHS/RESIDENTS DEVELOPMENT MEETING

To discuss outcome of recent residents meetings held April 16th and May 21st.

PFFC

Update

12. SCHEDULING OF INTERIM ORDINARY MEETING

To discuss the need for an additional ordinary meeting in June to consider the end of year financial matters and sign off AGAR. (Propose June 11 2025) Delay due to new clerk and internal audit additional work required.

13. DATES OF THE NEXT MEETINGS

June 11th 2025 (to approve AGAR and end of year audit)

July 9th 2025