



FULL COUNCIL MEETING HELD ON
FRIDAY 22nd MAY 2026 AT THE MEMORIAL HALL AT 7PM.

Present: Cllrs: C Travis (Chair), K Lindsay (Vice-Chair), T Fitzpatrick K Travis
S Keeble C Stubbs and D Smith

Members of Public: – 1

Locum Clerk: D.Joy

MINUTES

01 Election of Chairman

The motion was proposed
Members **VOTED** Cllr C Travis to be Chair.

02 Election of Vice-Chairman

The motion was proposed
Members **VOTED** Cllr Lindsay to be Vice-Chair.

03 Chairman & Vice Chairman to Sign Declaration of Acceptance of Office

Cllrs C Travis and Lindsay signed their Declaration of Acceptance of Office.

04 Apologies for Absence

None

05 Declarations of Interest and requests for Dispensations.

Cllrs C Travis and C Stubbs declared an interest in item 13.1 & 13.2, and requested a dispensation to speak and vote.
The motion was proposed
Members **AGREED** to grant Cllrs C Travis and Stubbs a dispensation to speak and vote on items 13.1 and 13.2.

06 Minutes of Previous Meetings

6.1 To agree and sign the minutes of the Full Council Meeting held on the 12th February 2026.

The motion was proposed
Members **AGREED** the minutes of the Full Council Meeting held on the 12th February 2026.

07 Public Participation Time

The meeting will be adjourned for a period specified in the Resolution to allow Members of the Public and any Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed
Members **AGREED** to close the meeting.
County Councillor R Jamieson gave his report.
The motion was proposed
Members **AGREED** to open the meeting.

08 Committees

- 8.1 To review the Employment Committee Terms of Reference.
The motion was proposed
Members **AGREED** the Employment Committee Terms of Reference.
- 8.2 To appoint members for the Employment Committee.
The motion was proposed
Members **AGREED** for Cllrs K Travis, Fitzpatrick, Lindsay and C Travis to be appointed to the Employment Committee.

09 Council Policies and Documentation

- 9.1 To review and agree Council's Code of Conduct policy.
The motion was proposed
Members **AGREED** Council's Code of Conduct policy.
- 9.2 To review and agree Council's Financial Risk Assessment.
The motion was proposed
Members **AGREED** Council's Financial Risk Assessment.
- 9.3 To review and agree Council's Standing Orders
The motion was proposed
Members **AGREED** Council's Standing Orders
- 9.4 To review and agree Councils Financial Regulations.
The motion was proposed
Members **AGREED** Councils Financial Regulations.
- 9.5 To review and agree Councils Equality and Diversity Policy.
The motion was proposed
Members **AGREED** Councils Equality and Diversity Policy.
- 9.6 To review and agree Councils Grievance Policy.
The motion was proposed
Members **AGREED** Councils Grievance Policy
- 9.7 Update on Councils Newsletter and to consider and agree any actions.
The motion was proposed
Members **AGREED** the following:
To not allow advertising unless it is the sponsor.
To purchase a printer up to the value of £450.00 to enable to print the newsletter.
- 9.8 To consider and agree if to renew Councils subscription to NALC.
The motion was proposed
Members **AGREED** to renew but not to include the NALC National subscription.

10 Finance

- 10.1 To consider and agree March, April and Mays Payments.
The motion was proposed
Members **AGREED** March, April and Mays Payments.
With the addition of the following:
Tina Newby Internal Audit at £130.00
Cllr C Travis £33.18 for Annual Parish Meeting refreshments
Lawnwise £60.00 repairing tyre at play area.
- 10.2 To consider and agree February to Aprils bank reconciliation.
The motion was proposed
Members **AGREED** February to Aprils bank reconciliation.
- 10.3 To consider and agree the Internal Audit for 2025-2026.
The motion was proposed
Members **AGREED** the Internal Audit for 2025-2026.
The Clerk will formulate an action plan and report back to Council.

- 10.4 To agree and sign the Annual Governance Statement 2025/2026. (Section 1)
The motion was proposed
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 1).
The Chair signed Section 1.
- 10.5 To agree and sign the Accounting Statements 2025/2026. (Section 2).
The motion was proposed
Members **AGREED** the Accounting Statements 2025/2026. (Section 2).
The Chair signed Section 2.
- Cllr Fitzpatrick gave his apologies and left the meeting.
- 10.6 To agree the explanation of variances for the AGAR 2025/2026.
The motion was proposed
Members **AGREED** explanation of variances for the AGAR 2025/2026.
- 10.7 To consider and agree the Notice of Public Rights to Inspection the Accounts.
The motion was proposed
Members **AGREED** the Notice of Public Rights to Inspection the Accounts.
- 10.8 To consider and agree the bank reconciliation for 2025/2026.
The motion was proposed
Members **AGREED** the bank reconciliation for 2025/2026.
- 10.9 To consider and agree Supporting Notes for 2024/2025.
The Clerk informed members there were no notes.
- 10.10 Update on Councils Insurance claim and to consider and agree any actions.
The motion was proposed
Members **AGREED** to get the lamp fix at East View with the additional cost.

11 Building, Planning and Environment

- 11.1 To receive the playground inspections and to consider and agree any actions.
The motion was proposed
Members **AGREED** the following:
To fill the breaks in the football pitch in September.
- 11.2 Update on the play area and to consider and agree any actions.
The motion was proposed
Members **AGREED** the following:
To inform the gas company when works is being completed on the play area.
To request Lawnwise to deal with the raised matting.
- 11.3 To consider and agree if to complete a foot path audit.
The motion was proposed
Members **AGREED** not to complete this as most of the footpaths went across the common.
- 11.4 Update on Goggs Mill and to consider and agree any actions.
The motion was proposed
Members **AGREED** to review the situation in September.
- 11.5 To consider and agree if to paint the shed.
The motion was proposed
Members **AGREED** to paint the shed.
- 11.6 To consider and agree if Council needs to take any action regarding the derelict buildings in Pudding Norton.
The motion was proposed
Members **AGREED** to contract the housing association regarding this issue for an update.

- 11.7 To consider and agree if to turn the Village sign round.
Cllr C Travis informed the meeting that the sign was the wrong way round.
The motion was proposed
Members **AGREED** to ask Lawnwise for a quote to complete this work.
- 11.8 To consider and agree the response to NNDCs' reply to Councils letter re Hempton's Conservation.
The motion was proposed
Members **AGREED** to ask NNDC is they have a draft if Hempton's Conservation area for members to see.
- 11.9 To consider and agree Councils response to unauthorised encampments.
The motion was proposed
Members **AGREED** for Council to be on the notification list.
Cllr Lindsay will set this up.

12 To Report any other Business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council

12.1 Scheme of Delegation:

To move the date of the Annual Parish Meeting and the Annual Meeting.
Cllr Lindsay as for the Deposit of Land to be looked into further and for the Clerk to report back.

13 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal and contractual issues.

The motion was proposed

Members **AGREED** that the Press and Public be excluded due items pertaining to legal and contractual issues

13.1 Update on Memorial Hall Lease and to consider and agree any actions.

The motion was proposed

Members **AGREED** the Memorial Hall lease subject the amendments discussed.

Cllr Keeble and K Travis will sign on behalf of the Council.

13.2 Update on the Bowls Club Lease and to consider and agree any actions.

The motion was proposed

Members **AGREED** the action needed.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Parish Council 10th September 2026.

MEETING CLOSED: 9:30pm

CHAIR: _____

DATE: _____

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Invoice Number	Net	VAT	Gross	R
1	K & M	ST	Street light maintenance April 2026	9928	£33.88	£6.78	£40.66	
2	O2	D/D	Mobile May	44037321	£12.50	£2.50	£15.00	
3	Sage	D/D	Payroll 16.4.26-15.5.26	N/A	£10.00	£2.00	£12.00	
4	N Power	D/D	Pudding Norton - Street Lights - April	N/A	£70.66	£3.53	£74.19	
5	Unity	D/D	Bank Charges April	N/A	£0.00	£0.00	£7.00	
6	HMRC	D/D	PAYE Month 10,11,12 & Year End Adjustments	N/A	£0.00	£0.00	£350.22	
7	AB Fire	ONLINE	Fire Risk Assessment (Memorial Hall & Bowls Club)	133	£0.00	£0.00	£450.00	
TOTAL					£127.04	£14.81	£949.07	
Signatories: Sign 1 : Sign 2 :								
Agreed at Full Council: 22.5.26 Chair Sign: RFO Sign:								

Mays' Payments								
Voucher Number	Payable to	Payment Method	Description	Invoice Number	Net	VAT	Gross	R
1	N Power	D/D	Hempton Street Lights - Feb to April	N/A	£125.43	£6.27	£131.70	
2	N Power	D/D	Pudding Norton Street Lights - April	20300767	£50.99	£2.55	£53.54	
3	K & M	ST	Street light maintenance May 2026	9985	£33.88	£6.78	£40.66	
4	Sage	D/D	Payroll 16.4.25-15.5.25		£10.00	£2.00	£12.00	
5	O2	D/D	Mobile May	44037321	£12.50	£2.50	£15.00	
6	D Joy	ONLINE	Aprils Salary	N/A	£0.00	£0.00	£435.15	
7	Unity	D/D	Bank charges May	N/A	£0.00	£0.00	£7.00	
8	Lawnwise	ONLINE	Grass Cutting	3523	£216.67	£43.33	£260.00	
9	Lawnwise	ONLINE	Grass Cutting	3613	£433.34	£86.68	£520.01	
10	Viking	ONLINE	Stationary	4.411E+09	£15.93	£3.19	£19.12	
TOTAL					£898.74	£153.30	£1,494.18	
Signatories: Sign 1 : Sign 2 :								
Agreed at Full Council: 22.5.26 Chair Sign: RFO Sign:								