

Council members are hereby summoned to attend the

Annual Parish Council Meeting

To be held on

21st May 2026 at 7pm, at East Haddon Village Hall

for the purpose of transacting the business as follows.

Members of the public are welcome to attend and may address Council about any matter relating to the business to be transacted during the public forum. A total period not exceeding 15 minutes will be set aside for this purpose with a 3 minute duration given to each person in attendance. Please notify the Clerk of your intention to speak

AGENDA

26/43	ELECTION OF CHAIR
RESOLVE to elect a Chair	
26/44	ELECTION OF VICE CHAIR
RESOLVE to elect a Vice Chair	
26/45	APOLOGIES
To receive and accept apologies	
26/46	DECLARATIONS OF INTEREST
a) To receive declarations of any Disclosable Pecuniary or Other Interest b) To receive dispensations or written requests for dispensation of DPI	
26/47	CONDUCT A PUBLIC SESSION
Members of the public & press are invited to address Council regarding any matter relating to the business to be transacted. A time limit of 3 minutes per person is permitted with a total time period not exceeding 15 minutes. To receive reports from WNC Ward Councillors, the Police & any other members of local authorities or organisations.	
26/48	APPROVAL OF MINUTES
RESOLVE to approve the minutes of the Ordinary Parish Council Meeting on 23 rd March 2026	

BUSINESS TO BE TRANSACTED

Annual Governance and Accountability Return (AGAR) 2025-26	
26/49	Internal Audit Report To receive and note the annual internal Audit Report for year ending 31 st March 2026
26/50	Section 1 Annual Governance and Accountability Return RESOLVE to approve Section 1 of AGAR for year ending 31 st March 2026 and agree for the Chair and Proper Officer to authorise
26/51	Section 2 Annual Governance and Accountability Return RESOLVE to approve Section 2 Accounting Statement of the AGAR for year ending 31 st March 2026
26/52	Explanation of Variances To note Explanation of Variances for year ending 31 st March 2026
26/53	Date for Exercise of Public Rights Agree notice period for the exercise of public rights

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26/54	REVIEW MEMBERS INTERESTS Agree to notify the Monitoring Officer of any changes to members interests
26/55	APPOINTMENT OF REPRESENTATIVES RESOLVE to appoint representatives to <ul style="list-style-type: none"> • The Playing Field Association • The Village Hall Committee RESOLVE to appoint Councillors to the following roles <ul style="list-style-type: none"> • Police Liaison Representative • Cemetery Representative • Defibrillator Representative • Highways Representative • CAN Champion Representative • Village Guide Representative
26/56	APPOINTMENT OF INTERNAL CONTROLLER RESOLVE to re-appoint Cllr Cooper to the role of Internal Controller
26/57	APPOINTMENT TO COMMITTEES AND WORKING PARTIES RESOLVE to appoint representatives: <ul style="list-style-type: none"> • Finance Committee: Proper Officer, Cllr M Wells, Cllr Longley, Cllr Bell • Community Engagement Working Party: Cllr Cooper, Cllr Bell
26/58	APPROVE COUNCIL GOVERNANCE DOCUMENTS <ol style="list-style-type: none"> i. RESOLVE to re-adopt Standing Orders ii. RESOLVE to re-adopt Financial Regulations iii. RESOLVE to re-adopt the Code of Conduct iv. RESOLVE to re-adopt the Publication Scheme v. RESOLVE to re-adopt the Risk Assessment
26/59	APPROVE COUNCIL POLICIES & PROCEDURES Complaints Procedure, Data Protection Policy, Disciplinary Policy, Equal Opportunities Policy, Freedom of Information Policy, Grant Awarding Policy, Grievance Policy, Health and Safety Policy, IT Policy, Record Retention Policy, Asset Register.
26/60	BANK MANDATE RESOLVE to approve bank signatories: Nicola Wright (Proper Officer), Cllr P Wells, Cllr G Wrathall, Cllr Bell, Cllr Cooper
26/61	ANNUAL MATTERS FOR APPROVAL <ol style="list-style-type: none"> i. RESOLVE to confirm EHPC's continued eligibility to exercise the General Power of Competence. ii. RESOLVE to confirm the continued appointment of Northants CALC as the Council's Data Protection Officer
26/62	DATES OF MEETINGS 2026-27 RESOLVE to approve the 2026-27 meeting dates at 7pm at the Village Hall 2026: 20 th July, 28 th September, 28 th September, 9 th November at 11am Finance Committee meeting 23 rd November 2027: 25 th January, 22 nd March, 24 th May RESOLVE to review the above dates if necessary, to be communicated via the noticeboard and website at least one week in advance

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26/63	NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) To consider and agree in principle to await the publication of the West Northants Draft Local Plan Regulation 19 and subsequent adoption of the Local Plan in order to obtain confirmation of the rural housing allocation for East Haddon. To consider and agree that the appointment of an external consultant will be required to support the preparation of the NDP.																
26/64	CEMETERY To consider design and RESOLVE to cost of Cemetery Gate sign																
26/65	BENCH AT PLAYING FIELD To consider and RESOLVE to approve installation costs																
PLANNING To consider any planning applications and any received since the publication of the agenda																	
26/66	2026/0990/FULL Butlers Cottage, Main Street, East Haddon Demolition of existing rear link extension and construction of single storey rear and one-and-a-half storey side extensions, rear dormer gable, fenestration changes, rebuilding garden wall and associated landscaping To RATIFY a no objections or comments response submitted during meetings																
26/67	2026/1693/FULL Location Conifers, Main Street, East Haddon Single storey extension and new dormer to rear elevation, chimney removed to side elevation, bay window to front elevation. To CONSIDER a response to the application																
26/69	FINANCE & ACCOUNTS a. To receive financial report for March and April 2026 – circulated to Councillors prior to meeting b. Internal check: ICO Cllr Cooper to verify Bank Reconciliation for March and April 2026 c. RESOLVE to move £10,000 from Instant Access to Current Account d. Bank Balance as at 30 th April 2026 i. Current Account £209,321 (incorrect WNC payment) Actual is £4,403 ii. Instant Access Account £80,843																
26/68	PAYMENTS i. RESOLVE to Ratify payments in appendix 1 made between meetings ii. RESOLVE to approve payments in appendix 2 iii. Note receipts in appendix 3																
26/70	REGULAR REPORTS To receive any reports (for information only)																
	<table border="1"> <tr> <td>Cemetery</td> <td>MW</td> </tr> <tr> <td>Defibrillator</td> <td>MW</td> </tr> <tr> <td>Highways</td> <td>RB</td> </tr> <tr> <td>Mowing and Maintenance</td> <td>MW</td> </tr> <tr> <td>Police Liaison Officer</td> <td>JL</td> </tr> <tr> <td>Playing Field</td> <td>JC</td> </tr> <tr> <td>Village Hall Committee</td> <td>ML</td> </tr> <tr> <td>Village Guide, CAN Champion</td> <td>NB</td> </tr> </table>	Cemetery	MW	Defibrillator	MW	Highways	RB	Mowing and Maintenance	MW	Police Liaison Officer	JL	Playing Field	JC	Village Hall Committee	ML	Village Guide, CAN Champion	NB
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26/71	MATTERS FOR INFORMATION OR DISCUSSION To receive any matters for discussion (only)																

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26/72	ITEMS FOR NEXT AGENDA
To receive any items for the next agenda	
DATE OF NEXT MEETING : 20 th July 2026	

CONFIDENTIAL BUSINESS
Pursuant to Public Bodies (Admission to Meetings) Act 1960 SS1(2), RESOLVE to close the meeting to the public to discuss matters of a confidential nature as follows:
To note that the Clerks annual appraisal has been completed and receive information pertaining to this matter.

Signed: *N Wright* 14th May 2026

Clerk: Nicola Wright clerk@easthaddonparishcouncil.gov.uk

Chair: Marysia Wells marysia.wells@easthaddonparishcouncil.gov.uk

2026 Meeting Dates: 8th September, 9th November (Finance Committee meeting), 23rd November

Appendix 1 – Payments made outside meetings

Payee	Details	Amount £
May		
Elm Tree	Mowing of Cemetery and Church yard #2431	140.00
Elm Tree	Mowing of Cemetery and Church yard #2409	140.00
Elm Tree	Supply and fit of Kissing Gate	425.00
EH Primary School	Grant	2000.00
EH Playing Field Trust	Grant	6000.00
EH Village Society	Grant	250.00
EH Village Hall	Grant	775.00
St Marys Church	Grant	1296.00
Chatty Café	Grant	500.00
e-on	Street Light Maintenance contract	217.20
Northants CALC	Membership and Internal Audit	744.43
Village Hall	Hall Hire March	24.00

Appendix 2 – Payments to approve

Payee	Details	Amount £
Elm Tree	Mowing of Cemetery and Church yard #2470	140.00
N Wright	Expenses; travel, printer paper	

Appendix 3 – Note Income

Payee	Details	Amount £
Blenkharn	Cemetery memorial fee	50.00
Co-op	Cemetery memorial fee	50.00
WNC	Precept payment in error	191,605

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