

Annual Parish Council Meeting
21st May 2026 at 7pm
East Haddon Village Hall

Present

Chair: Cllr M Wells

Councillors: Cllr J Cooper (Vice Chair), Cllr N Bell, Cllr P Wells, Cllr G Wrathall, Cllr M Marsh

Clerk: Nicola Wright

Public: 2 (part)

DRAFT MINUTES

26/43	ELECTION OF CHAIR
Cllr Chapman nominated Cllr Marysia Wells to act as Chair for the 2026-27 year. Council RESOLVED to elect Cllr M Wells as Chair. Proposed by Cllr Marsh and seconded by Cllr Bell.	
26/44	ELECTION OF VICE CHAIR
Cllr Marsh nominated Cllr Jif Cooper to act as Vice Chair for the 2026-27 year. Council RESOLVED to elect Cllr J Cooper as Vice Chair. Proposed by Cllr M Wells and seconded by Cllr P Wells.	
26/45	APOLOGIES
Apologies received from Cllr J Lambert and Cllr R Brinkman.	
26/46	DECLARATIONS OF INTEREST
a) There were no declarations of any Disclosable Pecuniary or Other Interests reported b) There were no dispensations or written requests for dispensation of DPI	
26/47	PUBLIC SESSION
A member of the public addressed the Council regarding a forthcoming planning application. The comments were noted. A member of the public representing the Playing Field Association (PFA) spoke regarding the 2026 grant funding. It was reported that the matting for which part of the grant had been awarded no longer requires replacement. A quotation has been obtained for resurfacing works at the top of Mill Lane. The PFA will submit a written request to the Council to reallocate the grant funds once a decision has been made.	
26/48	APPROVAL OF MINUTES
Council RESOLVED to approve the minutes of the Ordinary Parish Council Meeting on 23 rd March 2026	

BUSINESS TRANSACTED

Annual Governance and Accountability Return (AGAR) 2025-26	
26/49	Internal Audit Report Council noted the annual internal Audit Report for year ending 31 st March 2026
26/50	Section 1 Annual Governance Statement Council RESOLVED to approve Section 1 – Annual Governance Statement for year ending 31 st March 2026, which was duly signed by the Chair and Proper Officer.

26/51	<p>Section 2 Accounting Statements Council RESOLVED to approve Section 2 Accounting Statement of the AGAR for year ending 31st March 2026, which was duly signed by the Chair and Proper Officer.</p>
26/52	<p>Explanation of Variances Council noted Explanation of Variances for year ending 31st March 2026</p>
26/53	<p>Date for Exercise of Public Rights Council RESOLVED to agree notice period for the exercise of public rights of 3rd June 2026 – 14th July 2026</p>
26/54	<p>REVIEW MEMBERS INTERESTS Members agreed to notify the Monitoring Officer of any changes to members interests</p>
26/55	<p>APPOINTMENT OF REPRESENTATIVES Council RESOLVED to appoint representatives to</p> <ul style="list-style-type: none"> • The Playing Field Association – Cllr J Cooper • The Village Hall Committee – Cllr M Wells <p>Council RESOLVED to appoint Councillors to the following roles</p> <ul style="list-style-type: none"> • Police Liaison Representative – Cllr J Lambert • Cemetery Representative – Cllr M Wells • Defibrillator Representative – Cllr M Wells • Highways Representative – Cllr R Brinkman • CAN Champion Representative - Cllr N Bell • Village Guide Representative – Cllr N Bell
26/56	<p>APPOINTMENT OF INTERNAL CONTROLLER Council RESOLVED to re-appoint Cllr Cooper to the role of Internal Controller</p>
26/57	<p>APPOINTMENT TO COMMITTEES AND WORKING PARTIES Council RESOLVED to appoint representatives:</p> <ul style="list-style-type: none"> • Finance Committee: Proper Officer, Cllr M Wells, Cllr M Longley, Cllr N Bell • Community Engagement Working Party: Cllr J Cooper, Cllr N Bell
26/58	<p>APPROVE COUNCIL GOVERNANCE DOCUMENTS Council RESOLVED to re-approve the following governance documents</p> <ol style="list-style-type: none"> i. Standing Orders ii. Financial Regulations iii. The Code of Conduct iv. Publication Scheme v. Risk Assessment
26/59	<p>APPROVE COUNCIL POLICIES & PROCEDURES Council RESOLVED to re-adopt the following policies and 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.</p>
26/60	<p>BANK MANDATE Council RESOLVED to approve bank signatories: Nicola Wright (Proper Officer), Cllr P Wells, Cllr G Wrathall, Cllr Cooper and the addition of Cllr N Bell.</p>
26/61	<p>ANNUAL MATTERS FOR APPROVAL</p> <ol style="list-style-type: none"> i. Council RESOLVED to confirm EHPC’s continued eligibility to exercise the General Power of Competence. ii. Council RESOLVED to confirm the continued appointment of Northants CALC as the Council’s Data Protection Officer
26/62	<p>DATES OF MEETINGS 2026-27</p>

	<p>Council RESOLVED to approve the 2026-27 meeting dates at 7pm at the Village Hall 2026: 20th July, 28th September, 9th November at 11am Finance Committee meeting 23rd November 2027: 25th January, 22nd March, 24th May</p> <p>Council RESOLVED to review the above dates if necessary, to be communicated via the noticeboard and website at least one week in advance</p>										
26/63	<p>NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) Council agreed to await the publication of the West Northants Draft Local Plan Regulation 19, in order to obtain confirmation of the rural housing allocation for East Haddon. An NDP will then be re-considered. Council further agreed that an external consultant will be required to support the preparation of the NDP.</p>										
26/64	<p>CEMETERY GATE SIGN Council considered design and RESOLVED to a cost of at £78.12 ex VAT plus £20 carriage for a Cemetery Gate Sign.</p>										
26/65	<p>BENCH AT PLAYING FIELD Council considered and RESOLVED to approve installation costs of £220. The location of the bench was confirmed as the top left corner when facing the field with the Pavillion behind.</p>										
PLANNING To consider any planning applications and any received since the publication of the agenda											
26/66	<p>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</p> <p>Council RATIFIED a no objections or comments response submitted during meetings</p>										
26/67	<p>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.</p> <p>Council RESOLVED a no objections or comments response</p>										
26/69	<p>FINANCE & ACCOUNTS</p> <p>a. Council confirmed receipt of financial reports for March and April 2026 b. Internal check: ICO Cllr Cooper to verified Bank Reconciliations for March and April 2026 c. Council RESOLVED to move £10,000 from Instant Access to Current Account d. Bank Balance as at 30th April 2026 i. Current Account £209,321 (incorrect WNC payment) Actual is £4,403 ii. Instant Access Account £80,843</p>										
26/68	<p>PAYMENTS</p> <p>i. Council RESOLVED to Ratify payments in appendix 1 made between meetings ii. Council RESOLVED to approve payments in appendix 2 iii. Council Noted receipts in appendix 3</p>										
26/70	<p>REGULAR REPORTS</p> <p>To receive any reports (for information only)</p> <table border="1"> <tr> <td>Cemetery: no report</td> <td>MW</td> </tr> <tr> <td>Defibrillator: up to date</td> <td>MW</td> </tr> <tr> <td>Highways: no report</td> <td>RB</td> </tr> <tr> <td>Mowing and Maintenance: mowing has commenced</td> <td>MW</td> </tr> <tr> <td>Police Liaison Officer: no report</td> <td>JL</td> </tr> </table>	Cemetery: no report	MW	Defibrillator: up to date	MW	Highways: no report	RB	Mowing and Maintenance: mowing has commenced	MW	Police Liaison Officer: no report	JL
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Playing Field: The old wooden train in play areas has been repaired	JC
Village Hall Committee: The VH now has a Premises Licence	ML
Village Guide, CAN Champion: no report	NB
26/71	MATTERS FOR INFORMATION OR DISCUSSION
No matters.	
26/72	ITEMS FOR NEXT AGENDA
No items.	
DATE OF NEXT MEETING : 20th July 2026	
CONFIDENTIAL BUSINESS	
Pursuant to Public Bodies (Admission to Meetings) Act 1960 SS1(2), Council RESOLVED to close the meeting to the public to discuss matters of confidential staffing matters.	
Council noted that the Clerks annual appraisal has been satisfactorily completed and received information pertaining to this matter.	

Meeting ended at 7.45pm

2026 Meeting Dates: 28th 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

Signed: _____

Marysia Wells - Chair

Date: 20th July 2026