

**Agenda: 20.05.2026**  
**SUDBOROUGH PARISH COUNCIL**

**Clerk: Mr Adam Fox**

**email: [clerk@sudboroughparishcouncil.gov.uk](mailto:clerk@sudboroughparishcouncil.gov.uk)**

Chairman Simon Forde Vice-chair Robert Dixon Cllr Matthew Hunt Cllr Sophie Whybrow Cllr Mary Gordon	are summoned to the Annual Meeting of the Parish Council <b>at 19:30 on Wednesday</b> <b>20<sup>th</sup> of May, 2026</b> at <b>Francis Giffen Memorial Hall</b>
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**Clerk's Report available online and at the meeting**

26/001 – To elect a Chair and sign all Declarations of Acceptance of Office
26/002 – To elect a Vice-chair
26/003 – To receive and accept any apologies
26/004 – Approval of the minutes from the meeting 18/03/2026
26/005 – Public session
26/006 – Declarations of interest & requests for dispensation
26/007 – Responses to the public session
26/008 – Planning None
26/009 – Resolve to hear from NNC Greenway Officer Lucy Hawes regarding a potential green corridor for walking or cycling between Sudborough and Brigstock
26/010 – Finance <ul style="list-style-type: none"><li>a) Report from the RFO. As of 14/05/2026 the Unity Balance is £32,379 and the Barclays balance is £500. We have received the full precept for this year of £13,000. The only other income expected this year will be the grasscutting grant and the VAT reclaim.</li><li>b) Receive bank reconciliation for Q1 2026</li><li>c) Resolve expected scheduled payment for the year</li><li>d) Schedule of Payments</li></ul>

Please note, Members of the Public and Press are welcome to attend. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.

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| <ul style="list-style-type: none"><li>i. £84.00 – BACS – EON – 2 x streetlight repairs</li><li>ii. £51.00 – BACS – Adam Fox – backpay</li><li>iii. £142.32 – BACS – Cloudy IT – Domain registration and management</li><li>iv. £216.00 – BACS – FGMH hall hire</li><li>v. £103.18 – DD – npower – Lighting electricity March</li><li>vi. £86.79 – DD – npower – Lighting electricity April</li><li>vii. £6.00 – DD – Unity – Bank fee March</li><li>viii. £6.00 – DD – Unity – Bank fee April</li><li>ix. £382.75 – SO – Adam Fox - Salary March</li><li>x. £382.75 – SO – Adam Fox - Salary April</li><li>xi. £51.12 – SO – Cloudy IT 365 Subscription March</li><li>xii. £51.12 – SO – Cloudy IT 365 Subscription April</li></ul> |
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26/011 – AGAR

- a) Resolution to receive the Internal Auditor's report
- b) Resolution to approve the adoption of the year end accounts and asset register
- c) Resolution to complete Section 1 of the Annual Governance and Accountability Return 2025/2026
- d) Resolution to complete section 2 of the Annual Governance and Accountability Return 2025/2026
- e) Resolution to complete the certificate of exemption

26/012 – Sign saving accounts application form

26/013 – Resolve to continue CPRE membership. The cost is not yet confirmed but expected to be £36 (legacy membership) or £60 (new fees as of last year) annually

26/014 – Resolve to continue SLCC membership. The previous year's fee was £110

26/015 – Resolve to continue NCALC membership and DPO at a cost of £491.65 (incl VAT) for the year and pay the invoice

26/016 – Review Financial Regulations

26/017 – Review Financial Risk Assessment

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26/018 – Review Standing orders

26/019 – Review Complaints Procedure

26/020 – Resolve to retain DM Payroll

26/021 – Confirmation and renewal of insurance at an annual premium of £420.19 and approve to pay the invoice, confirming that the policy meets our needs and covers all equipment.

26/022 – Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972

26/023 – Determining that the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council shall be Francis Giffen Memorial Hall at 19:30 on the third Wednesday of every other month, those dates being:

- a) 15/07/2026
- b) 16/09/2026
- c) 18/11/2026
- d) 20/01/2027
- e) 17/03/2027
- f) 19/05/2027

26/024 – Review training completed by current councillors

26/025 – Resolve to hear from Cllr Forde as the representative trustee with the Francis Giffen Memorial Hall

26/026 – Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*)

26/027 – Review of the Council’s policy for dealing with the press/media

26/028 – Review of the Council’s employment policies and procedures

26/029 – Resolve whether or not to add our support to a joint letter to local MPs and the Leader of North Northamptonshire Council supporting the principles

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of **Zane's Law** and the proposed Clean Land (Human Rights) Bill, focused on improving transparency and oversight of historic contaminated land and landfill sites, and reinforcing the "polluter pays" principle

26/030 – Resolve to hear an update on the transfer of the paddock and consider next actions

26/031 – Resolve to hear an update on issues relating to safety on the A6116

26/032 – Close:                      Next ordinary meeting:

*AFox*

Date: 14/05/2026

Adam Fox, Clerk to Sudborough Parish Council

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