

SILK WILLOUGHBY PARISH COUNCIL

PARISH CLERK

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14 May 2026

Dear Councillor,

You are hereby summoned to attend **ANNUAL MEETINGS** of **SILK WILLOUGHBY PARISH COUNCIL** to be held in the village hall on **21 MAY 2026** immediately after the **ANNUAL PARISH MEETING**.

Denise Gascoyne
Parish Clerk

1. **Election of Chair.** To elect the Chair of the Parish Council and to receive the Chair's Declaration of Office
2. **Election of Vice-Chair.** To elect the Vice-Chair of the Parish Council and to receive the Vice-Chair's Declaration of Office.
3. **To receive Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interest** – All Parish Councillors
4. **Election of Finance Officer.** To elect Finance Officer to oversee accounts.
5. **Apologies for Absence.** To receive and accept apologies for absence where valid reasons have been given prior to the meeting.
6. **To approve and accept** as a true record the notes of the meetings of the Parish Council held on **26 February** and **26 March 2026 and** to authorise the Chair to sign the official minutes.
7. **To review and accept New** Model (2025) Standing Orders circulated to all Cllrs.
8. **To review and accept** Financial Regulations circulated to all Cllrs.
9. **To approve and accept** The Asset Register as of 31 March 2026 (already circulated).

10. To declare eligibility and adoption of The General Power of Competence (compliant with S.1-8 Localism Act 2011 and the Parish Councils (General Power of Competence) Prescribed Conditions) Order 2012. (CILCA obtained 20.5.19).

11. To review and accept the following new/amended policies.

- Code of Conduct -readopted
- Data Breach Policy - readopted

12. To accept new Zurich Insurance Policy from 01 June 2026

13. Finance.

- a. To read out, fill in, sign and date Section 1 – Annual Governance and Accountability Return (AGAR) 2025/2026 – circulated to all Cllrs.
- b. To accept, sign and date Section 2 Accounting Statement (AGAR) 2025/2026 – circulated to all Cllrs.
- c. To accept final Internal Auditors report and discuss – copy circulated.
- d. To sign and date Certificate of Exemption Part 2 (AGAR) – circulated to all Cllrs.
- e. To sign off Statement of Accounts – circulated to all Cllrs.
- f. Confirmation LALC have been appointed Internal Auditor for 2025/2026.

TO START ORDINARY PARISH COUNCIL MEETING

14. Report from County Cllr Whitaker and District Cllr Jackson

- a. Update on Church Lane
- b. Confirmation hedge near Pennels Garden Centre is LCC

15. Chair Update

- a. To discuss points raised by resident including width of School Path and Litter.
- b. To discuss future of Post Office
- c. To discuss purchase of Litter/Dog Bin Gorse Lane and No Fouling Signs
- d. To discuss implementation of an Emergency Plan
- e. Complaint – Lorries Gorse Lane
- f. Parking outside Village Hall
- g. Pond Maintenance
- h. Hedge – Rowan Drive

16. Parish Clerk Update

- a. To discuss the purchase of a small brass sign in memory of Cllr Thackray to put on the PC bench near the pond.

17. Village Hall

- a. Permission to use SW Village Hall as a rest centre in case of an emergency.

18. Correspondence

- a. LCC Town and Parish Newsletter
- b. LALC e-news
- c. NKDC Town and Parish Newsletter
- d. Clerks and Councils Direct

19. Planning

- a. 26/0487/FUL Planning application for erection of single storey dwelling and detached garage land r/o 1 London Road
- b. 26/0276/VARCON Planning permission to remove condition three land at School Lane.
- c. Notification of changes to managing trees in a Conservation Area
- d. PL/0022/26 Planning application for proposed extension of Water Re-cycling centre Sewage works Church Lane.

20. Finance

- a. To resolve to approve and accept Retrospective Payments as per the approval list dated 26.02.26, 26.03.26 and 30.03.26 already circulated.
- b. To resolve to approve and accept Bank Reconciliations and Cashbook to February 2026, March 2026, and April 2026.
- c. To confirm Cllr Cooney will become a signatory on the bank accounts.
- d. To confirm VAT Repayment of £383.21 from HMRC has been received.
- e. To resolve to approve and accept Approval List for payments – already circulated.
- f. To discuss membership of SLCC 50% each Silk Willoughby and Ancaster

21. Solar Farm Monies

- a. To discuss savings plans and reinvestment.
- b. Conservation Funding – Cross and Pump

22. Training

- a. LALC Training Bulletin
- b. To authorise Cllr Roberts to attend an Introduction to Cemetery Management Training – when available.

23. Date of Next Meeting.

- a. To confirm the date of the next meeting as 30 July 2026 at 7.00pm in the village hall.

24. To resolve to exclude the media, press, and members of the public from the meeting in accordance with S.1(2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

- To confirm village graveyard is now full for cremation plots and to consider the purchase of private land for use as a village cemetery.