

TO MEMBERS OF GREAT COMBERTON PARISH COUNCIL

You are duly requested to attend the annual meeting of the Parish Council to be held on Monday 11 May 2026 in Great Comberton Village Hall, following the Annual Parish Meeting at 7.00pm

AGENDA

- 1. Apologies for absence:** To receive apologies
- 2. Declarations of Interest:**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.
Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
- 3. Election of Chairman and signing of declaration of acceptance of office**
- 4. Election of Vice Chairman**
- 5. Casual vacancies**
- 6. Parishioners' comments**
Meeting adjourned for Public Question Time.
- 7. Minutes:** To consider the approval of the minutes of meetings held on Monday 12 January 2026 & Extraordinary meeting on 23 February 2026.
- 8. Progress reports:** for information
 - a. Lengthsman
 - b. Sewage smells
 - c. PROW
 - d. Parish Council communications, website & IT policy
 - e. Highways: WCC
 - f. Water testing
- 9. To note model Calc standing orders and approved financial regulations** (attached)
- 10. To note the Code of Conduct** (attached)
- 11. To consider and appoint Councillor roles & Calc Training 2026/27**
- 12. District and County Councillors' reports:** for information
- 13. Planning**
- 14. Finance**
 - a) Current Balances
 - b) To consider payments to be made as on the attached list
 - c) Bank reconciliation & Budget review: 31st March 2026
 - d) To approve and sign the Certificate of Exemption for the year ended 31 March 2026
 - e) Audited accounts & Annual Return: 31st March 2025 – Internal auditor report &
 - (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached)
 - (ii) Proposal to approve and sign Section 2: Accounting statements (copy attached)
 - f) To approve the period of public rights to inspect the financial records of the Council
 - g) Proposal to approve expenditure @ £469.00 + VAT for the design, build, and content migration (one-off cost) for council owned website.
- 15. Correspondence for information:** To note the attached appendix of items
- 16. Date of next meeting:** To be agreed

Nicola Harding, Clerk to the Parish Council

Meeting Monday 11th May 2026
Detail Information as at 1st May 2025

Item 5, casual vacancy	Two casual vacancies exist on the Parish Council - WDC have confirmed that the parish council may co-opt a new member(s).																																								
Item 8, Progress reports	a. Lengthsman b. Sewage smells & proposal to consider & approve Terms of Reference for Working Group to monitor Allens' Planning Conditions c. PRow: Footpath # 509c – damaged stile d. Parish Council emails/communications, website & proposal to adopt a Council IT policy e. Highways: WCC f. Water testing																																								
Item 9, Standing orders	To note model Calc standing orders and approved financial regulations (attached)																																								
Item 10, Code of Conduct	To note the 2020 Code of Conduct adopted 2022 (attached)																																								
Item 11, Cllr roles	To consider and appoint Councillor roles: Finance/lengthsman liaison/police liaison/notice board/PC email/website. Worcs. CALC representative																																								
Item 13, Planning	W/26/00232/LB: Vine Cottage, Russell Street: Replace three rotting soft wood casement windows with very similar hard wood 'heritage' double glaze casement windows – <i>application approved.</i> W/26/00927/HP: Church House, Church Street: Demolition of garage and erection of garden room and store (ancillary use to the main dwelling.) <i>Comments to be received by 20 May 2026.</i>																																								
Item 14, Finance	<table> <tr> <td colspan="2"><i>a) Current Balances at 1st May 2026</i></td></tr> <tr> <td>Current Account:</td><td>£696.34</td></tr> <tr> <td>Business Premium Account:</td><td>£9,897.90</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td>£10,594.24</td></tr> <tr> <td colspan="2"><i>b) Payments to report:</i></td></tr> <tr> <td>Salary: April 2026</td><td>£366.17</td></tr> <tr> <td>Salary: May 2025</td><td>£366.17</td></tr> <tr> <td>Expenses: Feb-May 26</td><td>£48.00</td></tr> <tr> <td>Hall hire: March/April x 2</td><td>£28.00</td></tr> <tr> <td>Calc subs 2026</td><td>£232.25</td></tr> <tr> <td>Internal audit fee: 25/26 accounts</td><td>£80.00</td></tr> <tr> <td>Parish Insurance: 3 year LTA 1/6/25-31/5/26</td><td>£369.50</td></tr> <tr> <td>Lengthsman: April 2026</td><td>£184.00</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td>£1,674.09</td></tr> <tr> <td colspan="2"><i>Income to report:</i></td></tr> <tr> <td>WCC LM April 2026</td><td>£184.00</td></tr> <tr> <td>Precept (i) 26/27</td><td>£3,125.00</td></tr> <tr> <td>Council Tax Support grant (i) 26/27</td><td>£121.00</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td>£3,430.00</td></tr> <tr> <td colspan="2"> c) Bank reconciliation (iv) 31 March 2026 & end of year budget review d) To approve and sign the Certificate of Exemption for the year ended 31/3/26 e) Audited accounts & Annual Return: 31st March 2026 – internal audit report & (i) Proposal to approve and sign Section 1: Annual governance statement (ii) Proposal to approve and sign Section 2: Accounting statements f) To approve the period of public rights to inspect the financial records of the Council, to commence on 3/6/26-14/7/26 g) Proposal to approve expenditure @ £469.00 + VAT for the design, build, and content migration (a one-off cost) for council owned website. </td></tr> </table>	<i>a) Current Balances at 1st May 2026</i>		Current Account:	£696.34	Business Premium Account:	£9,897.90	TOTAL	£10,594.24	<i>b) Payments to report:</i>		Salary: April 2026	£366.17	Salary: May 2025	£366.17	Expenses: Feb-May 26	£48.00	Hall hire: March/April x 2	£28.00	Calc subs 2026	£232.25	Internal audit fee: 25/26 accounts	£80.00	Parish Insurance: 3 year LTA 1/6/25-31/5/26	£369.50	Lengthsman: April 2026	£184.00	TOTAL	£1,674.09	<i>Income to report:</i>		WCC LM April 2026	£184.00	Precept (i) 26/27	£3,125.00	Council Tax Support grant (i) 26/27	£121.00	TOTAL	£3,430.00	c) Bank reconciliation (iv) 31 March 2026 & end of year budget review d) To approve and sign the Certificate of Exemption for the year ended 31/3/26 e) Audited accounts & Annual Return: 31 st March 2026 – internal audit report & (i) Proposal to approve and sign Section 1: Annual governance statement (ii) Proposal to approve and sign Section 2: Accounting statements f) To approve the period of public rights to inspect the financial records of the Council, to commence on 3/6/26-14/7/26 g) Proposal to approve expenditure @ £469.00 + VAT for the design, build, and content migration (a one-off cost) for council owned website.	
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Item 15, Correspondence:	No new correspondence received at present.																																								
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Item 17, Councillors' reports and items for future agendas:	To note any items for future consideration.																																								

Nicola Harding, Clerk to the Parish Council