

NORTHBOUNRE PARISH COUNCIL

Minutes of the Meeting of the Council

Wednesday 14th May 2026 at 19:00

Present: Cllr Steve Morgan (Chairman); Cllr Eileen Rowbotham; Cllr Brian Butcher; Cllr Steve Manion; Cllr Nicholas Kenton; 11 Members of the Public; Mrs Steph Woods (Clerk)

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE COUNCIL YEAR 2026/27

Cllr Rowbotham nominated Cllr Morgan for the role of Chairman which was seconded by Cllr Butcher. No further nominations were received so Cllr Morgan was elected as Chairman.

Cllr Morgan nominated Cllr Rowbotham for the role of Vice Chairman which was seconded by Cllr Butcher. No further nominations were received so Cllr Rowbotham was proposed as Vice Chairman.

Cllr Morgan and Cllr Rowbotham both signed the declaration of acceptance which was witnessed and signed by the Clerk.

2. Chairman opening remarks, apologies and approval of absences:

The Chairman welcomed all to the meeting. Apologies were received from Cllr Pay and Cllr Hubble.

3. Declarations of interest:

None were received.

4. Public Forum:

Members of the Public in attendance were afforded the opportunity to ask a question or make a statement.

- The community group raised the pavilion and it was agreed to discuss this on item 6 of the agenda.

5. Finance:

a) Annual Internal Audit

This has been completed and circulated to all Councillors. There were no problems identified during the internal audit and the Statement of Internal Control will be posted on the website.

- Certificate of Exception This was signed by the Chairman and Clerk. The Clerk will email this to Mazar's, the external auditor, with the other information they requested.
- Annual Governance Statements for 2025/26
This was signed by the Chairman and Clerk and will be put onto the Parish Councils website as part of the 2025/26 Annual Finances.
- Accounting Statements 2025/26
The annual bank reconciliation was signed by the Chairman and the Clerk. The Explanation of significant variances in the accounting statements – AGAR Section 2 for 202/25 will be circulated tomorrow by email. Both documents will go onto the Parish Councils website as part of the 2024/25 Annual Finances.

b) Payments and Receipts: Precept received 08/04/26.

Bank Balance as of 13th May 2026: £46,735.64 (£2,079.37 current account and £44,656.27 savings account)

Payments:

Stephanie Woods – Clerk Salary (Apr 26)

HMRC – Clerk PAYE – £72.00

Unity Trust – Service Charge (Apr 26) - £7.00

Hugo Fox – Website (Apr 26) - £11.99

KALC – Inv 9921 Annual Membership - £382.21

Stephanie Woods – Mileage Oct 25 to May 26 - £47.25

Zurich Insurance – Annual Insurance - £1052.78

Northbourne Parish Hall – Meeting Venue Hire - £16.00

EDF – Inv KI-59F12358-0025 - £66.15

The above payments were proposed by Cllr Morgan and seconded by Cllr Rowbotham. ALL AGREED.

- c) Annual Insurance Renewal – the Clerk detailed the quotations for this year’s Insurance and it was agreed to proceed with Zurich and payment was agreed as part of the payments above.

6. URGENT PARISH MATTERS

Only two quotations have been received for the pavilion renovations. All other companies who were contacted to provide a quotation decided not to do so. One quotation was within budget and the other was over budget. Cllr Morgan proposed to go with the on budget quotation from Chris Watson, which was seconded by Cllr Butcher. ALL AGREED. Clerk to speak to builder to proceed with the works.

The two Parish Councillor vacancies were also discussed as there was a resident present at the meeting who wished to be considered. Cllr Morgan and Cllr Rowbotham both also have residents interested. All interested candidates to email Clerk by 1st June 2026, with a view to coopt successful candidate/s at the next meeting.

7. CLOSE

There being no further business, the meeting was closed to the public at 19:31.

Signed (Chairman)

Date

Please note these Minutes remain as draft Minutes until they are approved by the Parish Council at their next Parish Council meeting on 18th June 2026.

Dates of Future Meetings:

09/07/26, 10/09/26, 08/10/26, 12/11/26 and 10/12/26