

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr M Cunliffe

Clerk: Allan Dawes, KAINGA HARIKOA,
6 Campana Close, Wigton, CA7 9SP

Phone: 01697 744578 Email: clerk@kirkbamptonweb.co.uk

Dear Councillor

You are summoned to the Annual Meeting of Kirkbampton Parish Council, to be held on:

Tuesday 6th May 2025 in Kirkbampton Village Hall.

The meeting will commence directly after the Annual Parish Meeting, which will begin at 7.30pm.

Allan Dawes Clerk & Responsible Financial Officer

Agenda

1. Election of Chairman for the Council Year 2025/26

The successful nominee will sign the Declaration of Acceptance of Office

2. Appointment of Vice-Chairman

3. Apologies for Absence

To receive written apologies and approve reasons for absence

4. Declarations of Interest and Request for Dispensations

4.1 The Clerk to receive completed Declarations of Interest forms from Council members.

4.2 Receive declarations by members of interests in respect of items on this agenda

5. Minutes of the meeting of the Parish Council held on 3rd March 2025

To resolve to authorise the Chairman to sign to approve the accuracy of the minutes.

6. Public Participation

In accordance with Standing Order 3e the Chairman will, at their discretion:

6.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

6.2 Receive reports from Unitary Authority Councillor

6.3 Police Report

7. Administrative and Village Matters

7.1 Little Bampton Village Green

Update on Play Area including Grant applications

7.2 Studholme

Update on the situation regarding the Land.

7.3 Tree Removal

Update

7.4 Letter to M.P.

Update

7.5 Programme of Meetings

To confirm the calendar of meeting dates for the council year 2025/26

- Monday 7 July 2025
- Monday 1 September 2025
- Monday 3 November 2025
- Monday 5 January 2026
- Monday 2 March 2026
- Tuesday 5 May 2026 (*New Council Year*)

7.6 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaint's procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time.

8. Highways Matters

8.1 Updates & New Matters

To consider any updates available on previously reported issues and to bring to the attention of the Clerk any new issues to report.

9. Finance Matters

9.1 To ratify payment of invoices/authorise payment as per schedule presented at the meeting and to reconcile the balance at the bank.

9.2 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

10. Annual Governance and Accountability Return 2024/25

10.1 Internal Audit Report

To consider accepting the end of year internal audit report for the financial year 2024/25

10.2 Annual Governance Statement

To approve the Annual Governance Statement 2024/25 and authorise the Chairman to sign the Annual return.

10.3 Accounting Statements

To approve Accounting Statements 2024/25 and authorise the Chairman to sign the annual return.

11. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

12. Date of Next Meeting

To resolve that the next meeting of the Parish Council will be held in Kirkbampton Village Hall on Monday 7th July 2025 at 7.30pm.