

DENTON with WOOTTON PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL (AGM)

18th May 2026 at 7pm at Wootton Village Hall

In Attendance: Cllrs Allyn Thomas, Helen Roberts, Penelope James and Terry Hodges.

Clerk: Steph Woods

Members of public: 4

MINUTES

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE COUNCIL YEAR 2026-2027

Cllr James nominated Cllr Thomas for the role of Chairman which was seconded by Cllr Hodges. No further nominations were received so Cllr Thomas was elected as Chairman.

Cllr Hodges nominated Cllr James for the role of Vice Chairman which was seconded by Cllr Thomas. No further nominations were received so Cllr James was elected as Vice Chairman.

Both signed the declaration of acceptance which was witnessed and signed by the Clerk.

2. THE CHAIRMAN'S REMARKS AND APOLOGIES FOR ABSENCE

Cllr Thomas welcomed everyone to the meeting. Apologies were received from Cllr Welch and Cllr King (KCC).

3. DECLARATIONS OF INTEREST

None were received.

4. PUBLIC CONTRIBUTION TIME

- Deacon's site is still causing problems for local residents. DDC have been informed and are monitoring the situation. There is a lot of dissatisfaction amongst residents on the response and apparent lack of any action from DDC Planning. The site has had ground works started, roads being created, trees cut down and contaminated soil dumped on top of the tree line parallel to Wootton Lane. DDC have confirmed there is currently no planning application active on the site. Site safety concerns have also been raised with the HSE inc no fencing, no PPE, no site signage. Cllr Thomas/Cllr James to write and also raise concerns with HSE. PC will also send a further letter to DDC Planning and are investigating taking out a civil injunction against the developer. Cllr Thomas to investigate the injunction.
- Potholes on Shelvin Lane were also raised and resident is reporting to KCC.

5. FINANCE

Annual Internal Audit, Certificate of Exemption, Annual Governance Statement for 2025/26 and Accounting Statements for 2025/26

- Annual Audit: This has been completed and circulated to all Councillors. There were no problems identified during the internal audit.

- 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 Finance.
- 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 2025/26 was circulated and agreed by all. Both documents will go onto the Parish Councils website as part of the 2025/26 Annual Finances.

d) Payments and Receipts

Bank Balance as of 17th May 2026: £34,535.75 (with £3,199.25 in current account and £31,336.50 in savings account).

Receipts:

Dover District Council – Precept - £14,109.00

Denton & Wootton PCC – Refund from Grant Award March 2026 - £267.90

Stephanie Woods – Refund for overpayment for Toner - £8.00

Unity Trust – Credit Interest - £107.32

Payments:

Stephanie Woods – April 2026

HMRC – Clerk PAYE

Unity Trust – Service Charge (Mar & Apr 2026) - £14.00

Hugo Fox – Monthly Website Costs (Mar & Apr 2026) - £23.98

Ionis 1 & 1 – Monthly Email Costs (Mar & Apr 2026) - £8.40

Stephanie Woods – 33% Toner Reimbursement - £40.00

KALC – Annual Membership - £281.51

ICO – Annual Renewal - £47.00 (to be collected by DD on or before 18/06/2025)

Ricky Edwards – Inv 39 (Grounds Maintenance) - £80.00

Stephanie Woods – Mileage (July 2025 to May 2026) - £24.30

Zurich – Annual Insurance - £363.00

Stephanie Woods – Reimbursement Refreshments for Parish Meeting - £51.00

These payments were proposed by Cllr James and seconded by Cllr Thomas – ALL AGREED.

e) Annual Insurance Renewal

The renewal quote from current insurer Zurich was the cheapest received and all were happy with the current cover. It was proposed by Cllr James to renew with Zurich which was seconded by Cllr Thomas. ALL AGREED. Invoice to be paid with payments above.

6. URGENT PARISH MATTERS

- The discussion on the ACRE pledge was discussed again following a response of disappointment from Denton Village Hall. It was agreed the PC didn't fully comprehend the role of ACRE when it previously discussed the grant opportunity so Cllr James proposed that the PC pledge to offer a grant of £500 and if returned by ACRE, the amount will be put aside for all three halls/recreation ground to use for legal advice. This was seconded by Cllr Roberts and ALL AGREED. Clerk to respond to Denton Village Hall and ACRE.

7. CLOSE

There being no further business, the meeting closed at 19:33.

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 27th July 2026.

Dates of Future Meetings:
27/07/26, 28/09/26 and 30/11/26

DRAFT