

PARISH COUNCIL MEETING

Wednesday, 15 July 2026 at 1830hrs

Coldred Village Green

MINUTES

There were no reports from Shepherdswell Green Spaces Group (SGSG), the County and District Councillors, Community Warden or the Community Beat Officer.

There were no public questions and comments on agenda or non-agenda items.

75/2026 IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Watson (Chair), Marien Elgar (Vice-Chair), Keith Roberts, Terry Hunt, Sue Taber, John Bulaitis, Matt Thornton, Carole White, Sindy Denyer, Aidan Softley and Barry Crush

6 Members of the public

Clerk: Jan Hancock

Apologies: Cllr Bradley Stauffer-Kruse

76/2026 MINUTES OF THE MEETING HELD ON THE 17 JUNE 2026

Cllr Roberts **PROPOSED** that the minutes of the meeting held on 17 June 2026 be **APPROVED** as a true and accurate record, seconded by Cllr Hunt. **AGREED** with one abstention

77/2026 DECLARATIONS OF INTEREST

NONE recorded.

78/2026 Approval of Dispensation Application

Cllr Roberts **PROPOSED** that the dispensation request received from Cllr Thornton under Standing Order 13 for participation and voting on matters relating to Shepherdswell Village Green Association be **APPROVED**, seconded by Cllr Elgar. **All AGREED**

79/2026 GOVERNANCE – STATUTORY / LEGAL POWERS

Cllr Hunt **PROPOSED** that the Council **ADOPT** the General Power of Competence, seconded by Cllr Roberts. **All AGREED**

80/2026 GOVERNANCE – REVIEW AND APPROVAL OF POLICIES/PROCEDURES

80.01 Cllr Roberts **PROPOSED** that the Terms of Reference for:

- i. the Planning Committee and
- ii. the Personnel Committee

were **ACKNOWLEDGED** and **APPROVED**, seconded by Cllr Elgar. **All AGREED**

80.02 Cllr Elgar **PROPOSED** that the following policies be readopted by Council:

- i. Risk Assessment & Management Policy
- ii. Schedule of Risks

Seconded by Cllr Roberts. **All AGREED**

80.03 Cllr Roberts PROPOSED that the following policies are adopted by Council:

- i. **Data Privacy Notice**
- ii. **Website Accessibility Statement**
- iii. **Appraisal Policy**

Seconded by Cllr Denyer. All AGREED

82/2026 PARISH CLERK'S REPORT

The AGAR (Annual Governance and Accountability Return) process will move to a digital format starting next year.

The clerk is sourcing three new internal auditors for the council to choose from at the September meeting.

A new bin has been ordered for Coldred to replace one flattened by a car. The car also damaged planters outside the bus stop shelter.

The clerk will be on annual leave for two days at the end of the following week.

83/2026 FINANCE

Schedule of Payments

Balances as 07 July 2026	£
Current A/C	5357.06
Business A/C	182283.25
INCOME	
Property rent (3 months)	300.00
Credit Interest	854.47
EXPENDITURE TO RATIFY	
Hugo Fox – Website	23.99
Staff Wages	1177.43
Service Charge	7.00
Nest Pension	73.39
Krystal Hosting – Emails	13.20
S Denyer - Fete	212.00
D Cox – Fete	33.87
Scouts – Grant for Water	50.00
EXPENDITURE TO APPROVE	
Small Works Contractor (inv)	450.00
Staff Expenses	61.93
Village Hall Fees – June	85.00
HMRC	218.17
Coldred Forum – Planters	214.79
HMRC – amount due after completing P11D for training hours	253.51
Bourne to Garden – Grounds Maintenance	1054.70
	2338.10

Cllr Roberts PROPOSED that the schedule of payments be APPROVED, seconded by Cllr Denyer. All AGREED

84/2026 PLANNING COMMITTEE

Cllr Roberts, Chair of the Planning Committee, provided a brief report on items discussed at the Planning Committee Meeting. Minutes are available on the Parish Council website.

85/2026 PERSONNEL COMMITTEE

Cllr Denyer PROPOSED that the recommended performance appraisal, motivation and ongoing relationship training from the Personnel Committee be APPROVED and arranged, seconded by Cllr Thornton. All AGREED.

86/2026 WORKING GROUP REPORTS

86.01 Carbon Footprint Working Group – arrangements have been made for the bike racks to be placed

86.02 Highway Improvement Plan Working Group – No report.

86.03 Communications Working Group – No Report.

87/2026 COMMUNITY

87.01 Mental Health Support Signage – Cllr Elgar PROPOSED that mental health support and crisis signage is installed in Parish Council facilities, seconded by Cllr Thornton. All AGREED. Clerk to source signage with a maximum budget of £2,500.

87.02 Recreation Ground Footpath – Cllr Roberts PROPOSED that the quotation received from Harmer & sons is accepted, seconded by Cllr Crush. All AGREED

87.03 Parish Council Assets – Cllr Denyer PROPOSED that members APPROVE the inspection of properties process and ADOPT the inspection form, seconded by Cllr Roberts. All AGREED

87.04 Coldred Village Green, posts & Chains – Cllr Roberts PROPOSED that the Clerk seek quotes to replace the posts and chains on Coldred Village Green like for like, seconded by Cllr Hunt. All AGREED. Clerk to present quotes to the September meeting.

088/2026 Members AGREED that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be discussed.

089/2026 Clerk's Salary Progression – Cllr Roberts proposed that Council APPROVE the recommendation from the Personnel Committee to increase the Clerk's salary to the appropriate salary scale point. Seconded by Cllr Hunt, all AGREED.

90/2026 DATE OF THE NEXT MEETING

The next meeting will be held at 1930hrs on Wednesday 16 September 2026 in Shepherdsweil Village Hall.