

**Great Addington Parish Council**  
**Minutes of the Annual Meeting of the Parish Council held on Wednesday 13 May 2026**

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**Present:**

Cllrs M Scott, H Hoier, C Johnson, D Hall, W Pidd, S Luck.

**In attendance:**

S Geyton (Clerk/RFO)

**26/1 Election of Officers**

**RESOLVED** to elect Cllr Helen Hoier as the Chairman for 2026/27.

The signing of the Chairman's Declaration of Acceptance of Office took place in the presence of the Clerk.

**26/2 RESOLVED** to elect Cllr Stacy Luck as the Vice-Chairman for 2026/27

**26/3 Apologies** - no apologies received.

**26/4 Declaration of interests.**

Cllr Hoier & Scott declared an interest in the Internal Auditor Service.

**26/5 RESOLVED** to adopt the Financial Regulations for 2026/27 with no changes. Standing Orders being reviewed by Clerk following internal audit review to make minor changes.

**26/6 RESOLVED** to adopt the Financial & Governance Risk Assessment for 2026-27.

**26/7** Asset Register reviewed and noted contents from 2025/26.

**26/8 RESOLVED** to approve the insurance cover with current provider and make the payment as per payments list.

**26/9** The Council's procedures for handling requests under the Freedom of Information Act have not changed and agreed to readopt.

**26/10** The Council noted the spending limits for 2025-26 under section 137 as £11.60 per elector.

**26/11** Agreed to the dates of the ordinary meetings for the year ahead –  
10<sup>th</sup> June, 8<sup>th</sup> July, 9<sup>th</sup> Sept, 14<sup>th</sup> Oct, 11<sup>th</sup> Nov, 13<sup>th</sup> Jan 2027, 10<sup>th</sup> Feb, 11<sup>th</sup> March, 8<sup>th</sup> April.

**26/12** To appoint representatives onto working groups:

- a) Walking Paths & Facilities – Cllr Pidd, Luck.
- b) Traffic Calming – Cllr Scott.
- c) Community Engagement – Cllr Johnson.
- d) Communications – Cllr Luck, Hoier.

**26/13** To appoint representatives of the council to external bodies:

- a) PLR (Police Liaison representative) – Cllr C Johnson
- b) Memorial Hall Committee representative – Cllr H Hoier, Luck.
- c) APFA (Addington Playing Fields Association) – Cllrs C Johnson & M Scott

Minutes of the Ordinary Meeting of Great Addington Parish Council.

**26/14 Minutes**

**RESOLVED** to approve the minutes of the meeting held on 15<sup>th</sup> April 2026 as a correct record and signed by the chair.

**26/15 NNC & Public session.**

- a) No NNC representative in attendance.
- b) No public in attendance.

**26/16 Action Log**

Not available from the clerk.

**26/17 Correspondence**

- a) To receive and note correspondence/reports/publications – none.
- b) To receive meeting/training reports – none.

## 26/18 Financial matters

The net balance as at 30/04/2026 was £28,990.02.

- a) **RESOLVED** to agree that the bank statement reconciles and signed by internal controllers.
- b) **RESOLVED** to approve the Clerks annual salary review from SCP 14 to SCP 15.
- c) To note payments made under delegated authority, and to approve other payments in accordance with relevant legislation and once confirmation has been received that the proposed transactions have been budgeted accurately.

Pay/Rec ref	Payee/payer	Description	Credit Amount	Debit Amount	VAT	Power
PAY26-27/08	YU Energy	Unmetered supply - Streetlights	£0.00	£51.92	£2.47	PCA 1957, s3 Highways Act 1980, s301
PAY26-27/09	Sarah Geyton	Travel and HWA - May	£0.00	£19.40	£0.00	LGA 1972 S111, 112
PAY26-27/10	Sarah Geyton	Payroll - May	£0.00	£266.26	£0.00	LGA 1972 S111, 112
PAY26-27/11	HMRC	Tax	£0.00	£66.60	£0.00	LGA 1972 S112
PAY26-27/12	JME Ground Services Ltd	Churchyard maintenance in April.	£0.00	£246.00	£41.00	LGA 1972 S215
PAY26-27/13	NCALC	Membership fee, IAS, DPO fee	£0.00	£568.76	£50.45	LGA 1972 S143, LGFA 1982 S12, DPA 2018 S69
PAY26-27/14	NACRE	Membership fee 2025-2026	£0.00	£42.00	£7.00	LGA 1972 S143
PAY26-27/15	PCW	Annual hosting and support fee	£0.00	£350.64	£58.44	LGA 1972 S111, 112
PAY26-27/16	Zurich	Annual Insurance Fee	£0.00	£300.00	£0.00	LGA 1972 S111
PAY26-27/17	LLOYDS BANK LTD	Credit card	£0.00	£7.50	£0.00	LGA 1972 S111
PAY26-27/18	Unity Trust Bank	Monthly charges	£0.00	£7.00	£0.00	LGA 1972 S111

- d) **RESOLVED** to agree the authorisation of the BACS payments.
- e) The council noted the Annual Accounts for 2025-26, with no queries raised.
- f) The council received the Internal Auditors Report, with no queries raised, 2 policies have been recommended from the auditor. **RESOLVED** to adopt the IT Policy and Equal Opportunities Policy.
- g) **RESOLVED** to approve and sign the Annual Governance Annual Return section 1.
- h) **RESOLVED** to approve and adopt/sign Annual Governance Annual Return section 2.
- i) **RESOLVED** to approve that the Council is exempt from External Audit & approved the signing of the declaration for submission to PKF Littlejohn.
- j) Noted the dates of the electors' rights to inspect as the 3rd June 2026 to 14th July 2026.

Cllr Hoier left the chair and Vice Chair S Luck took the meeting.

- k) **RESOLVED** to approve the appointment of the Internal Auditor for the year 2026-27 (Northants Internal Audit Service).

Cllr Luck left the Chair and Cllr Hoier returned to the Chair to continue the meeting.

## 26/19 Planning

- a) To note any new applications which have been made from NNC.
  - 26/00672/HFUL – Proposal: Garage conversion to include external timber cladding.

Location: Hanlith House, Main Street, Great Addington, NN14 4BJ. *Neutral with no comments.*

- 26/00583/FUL – Proposal: Proposed 1no Double Garage with space internally beyond 2no car spaces for carpentry / farm tinkering workshop. Location: Barnfield, Woodford Road, Great Addington, NN14 4BS. *Neutral with no comments.*
  - 26/00668/FUL – Proposal: Full Planning Permission: Change of use of residential dwelling to children’s daycare nursery, improvement and refurbishment of the property, conversion of garage to childcare rooms, construction of new car park and alteration to the entrance and exit. Location: Shooters Hill, Lower Street, Great Addington, NN14 4BL. *Deferred to extra meeting on 28<sup>th</sup> May.*
- b) To note any decision on applications from NNC – none.
- c) To receive a report from the Planning Working Party – no updates.

**26/20 Action Plan**

- a) Walking Paths & Facilities – footpath audit has been completed, signage and way makers are ongoing. Greenway Cllr Scott to chase up Lucy Hawes.
- b) Community transport – no actions at this time.
- c) Traffic Calming – Working party to discuss how the unit CSW device to be used. Community Road Safety Funding application approved for a 50% grant of £2,500, other funding options to be researched for new VAS signs.
- d) Community & Local partnership – no actions at this time.
- e) Communications – comms strategy to be updated and sent out to Councillors. Questionnaire for residents to be drafted.

**26/21 Community**

- a) KEP – No new updates.
- b) Playing Fields/Village Hall – (VH) AGM on 20<sup>th</sup> May. (PF) rounders planned for 6<sup>th</sup> June.
- c) Saints Alive – Thank you for litter pick and bus shelters, Vacancy for new Cllr, polite dog fouling clean up note. Working group list for volunteers.

**26/22 Additional business to be included on the agenda of the next meeting.**

None.

**26/23 Next scheduled meeting**

10<sup>th</sup> June at 7.45pm

The Chairman closed the meeting at 21:33 hours.

Signed ..... Chairman, Wednesday 10 June 2026

*These minutes are draft until agreed at the next full council meeting.*