

*Innsworth Parish Council*

*agreed MINUTES of the*

**ANNUAL MEETING OF THE COUNCIL**

**HELD AT 6.30pm ON 22<sup>nd</sup> May 2026**

**at the Imjin Station Community Centre**

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| <b>1.</b>  | <b>Welcome and introductions – by the present Chairman</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>2.</b>  | <b>Election of Councillor Hale as Chairman – followed by the signing of acceptance of office papers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>3.</b>  | <b>Election of Vice-Chairman was postponed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>4.</b>  | <b>Attendance recorded as Parish Councillors <i>Graham Bocking, David Hale, Ploy Culley</i><br/><i>Borough Councillors Sarah Hands,</i><br/><i>County Councillor Hands and 1 members of the public</i></b>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>5.</b>  | <b>Apologies for absence received recorded Parish Councillors <i>Julie Evans Rhiannon Evans, and Lel Tyrrell</i><br/><br/><i>Rojina Pradhan, Rai Kevin Sherwood, Dona Jiji John did not send apologies</i><br/><br/><i>BC Rojina Pradhan Rai did not attend</i><br/><br/><b>Council noted that absences ACCEPTED in accordance with LGA 1972 s85 (known as the 6 month rule – Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting.</b><br/><br/><b>Clerk will check if PC had accepted specific apologies which would negate the 6 month rule.</b></b> |
| <b>6.</b>  | <b>Declaration of Interest for matters on the agenda were invited -none</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>7.</b>  | <b>Minutes of the previous Parish Council Meeting held on 27<sup>th</sup> March 2026 were approved</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>8.</b>  | <b>Council agreed delegation to Clerk to book training for Councillors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>9.</b>  | <b>Council rescinded delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>10.</b> | <b>Council noted no changes are required to financial regulations &amp; standing orders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>11.</b> | <b>Council noted no changes made to the asset register</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>12.</b> | <b>Council reviewed representation on outside organisations<br/><br/><i>Cllr Bocking – Sewage/Flood</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>13.</b> | <b>Council agreed no changes are required to insurance policy for the coming year</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| 14. | <b><i>Council agreed no changes are required to banking mandate</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 15. | <b><i>Council to agreed to carry forward to approve working party to look at update of NDP and to bring recommendations to Full Council at each meeting</i></b><br><b><i>Council to agree if they wish to request other adjoining local Council to include Innsworth in any updates of their plans</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 16. | <b><i>Council approved delegation to Cllr Culley for community postings on to the website and parish council Facebook page</i></b><br><b><i>Council considered allowing community groups within Parish to post onto noticeboards, social media, website – agreed to Delegated to Cllr Ploy</i></b><br><b><i>Council agreed to consider case by case request from community groups outside of the parish</i></b><br><b><i>Cllr Ploy declared an interest on a specific request – therefore Council deferred to next meeting</i></b>                                                                                                                                                                                                                                                                                        |
| 17. | <b><i>Council approved the allocation of reserves –</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 18. | <b><i>Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms</i></b><br><b><i>Independent Audit completed with no matters to be brought to the attention of the Council</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 19. | <b><i>Council noted map of local bins has not yet been received (Cllr Tyrrell)</i></b><br><br><b><i>Council considered actions for purchasing litter/dog bins in Swallow Crescent and any other locations identified specifically by Councillors and to agree use of S106 monies</i></b><br><br><b><i>The member of the public requested only a litter bin.</i></b><br><br><b><i>It was noted that the Borough favours dual waste bins</i></b><br><br><b><i>It was also noted that Dry Meadow Lane is in need of bins.</i></b><br><br><br><b><i>PC agreed that more bins are needed and pending the map, a decision will made on locations. Council agreed that dual bins are the recommended bins</i></b><br><br><br><b><i>Siting of the bins and the number to be requested to be carry forward to next meeting</i></b> |

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| 20. | <p><b><i>Council agreed grant applications received in writing by the Clerk prior to the meeting from Chatty Café in the sum of £1500</i></b></p> <p><b><i>Monies to come from Grant reserves</i></b></p> <p><b><i>Grant given with the stipulation that Innsworth residents receive the benefit as required under S137</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 21. | <p><b><i>Council agreed that its meeting schedule as 4<sup>th</sup> Friday of “odd months commencing at 6.30pm and to be held at the Imjin Community Centre</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 22. | <p><b><i>Council invited public participation</i></b></p> <p><b><i>Spoke regarding the request of the bins</i></b></p> <p><b><i>Travel of cars for a future agenda</i></b></p> <p><b><i>Fixed assets that were disposed of -are they removed? Answer is Assets that are scrapped are removed from the asset register</i></b></p> <p><b><i>Park warden role? No one in the role at the present time and a professional service quote was too expensive for the Council. Decision of the Council was not to lock it.</i></b></p> <p><b><i>Muga being used by local group- Agreed by Council as a benefit to the community, which the community group do not charge their clients, and therefore the PC does not charge</i></b></p> <p><b><i>Residential waste noted in park area</i></b></p> <p><b><i>Next meeting – bus shelter cleaning and park cleaning contracts to be on agenda</i></b></p> <p><b><i>Public session closed at 19.02</i></b></p> |
| 23. | <p><b><i>Council invited reports from Borough and County Councillor Hands</i></b></p> <p><b><i>Annual report distributed by email</i></b></p> <p><b><i>Rookery Road and part of Innsworth Lane resurfacing noted</i></b></p> <p><b><i>Requests for repeater signs noted but are in 30 mph area designated by street lighting being present.</i></b></p> <p><b><i>First grass verge cut in June 26</i></b></p> <p><b><i>Swallow Lane garages</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| 24. | <p><b>CONFIDENTIAL BUSINESS Council agreed contract matters –</b></p> <p><b>Grass cutting –agreed continuation of previous years</b></p> <p><b>Grass matting – costs distributed via email</b></p> <p><b>Play area inspection suggested –</b></p> <p><b>ROSPA inspection agreed as soon as possible prior to FC agreeing actions at next meeting</b></p> |
| 25. | <p><b>CONFIDENTIAL BUSINESS –Cllr Bocking declared an interest and took no part in decision making therefore Council was not quorate carry forward to next meeting</b></p>                                                                                                                                                                               |
| 26. | <p><b>Council received update on defibrillator if available</b></p> <p><b>Waiting for final decision from Bromford Housing</b></p>                                                                                                                                                                                                                       |
| 27. | <p><b>Close of meeting at 19.30pm</b></p>                                                                                                                                                                                                                                                                                                                |