

Clerk's Annual Report 2025–2026

Introduction

This report summarises the administrative, governance, and operational activities undertaken by the Parish Council during the period **April 2025 to March 2026** . It highlights key areas of responsibility, achievements, and compliance conducted on behalf of the local community.

1. Meetings and Governance

During the reporting year, the Parish Council held a total of **ten full council meetings** . Councillor attendance across these meetings averaged **68.6%** .

All council meetings were properly advertised, conducted, and minuted in accordance with the relevant statutory regulations. The council confirms that all business was conducted in line with required governance and transparency standards.

2. Council Administration

Throughout the year, the Clerk undertook key procedural and administrative duties, including:

- Drafting and publishing meeting agendas.
- Producing accurate minutes following each meeting.
- Consulting with councillors to ensure minutes were agreed and published in line with legal requirements.

Financial regulations were adhered to throughout the year in accordance with **AGAR/MAZAR** requirements, and all necessary publications were completed. The council also maintained website and transparency compliance and successfully adopted **GOV.UK email accounts** for official correspondence.

3. Finance Overview

The Parish Council set its precept for the year as required.

Financial records were maintained consistently throughout the year, and appropriate accounting procedures were followed to ensure proper financial management. An audit was completed in line with **AGAR** requirements following the signing of a certificate of exemption.

4. Projects and Achievements

During the year, the Parish Council delivered a number of community-focused outcomes, including:

- Repairs to the local playground following a ROSPA inspection.

- Garden maintenance work completed Springsbank
- Repair of bench Bagnall Ford
- Receipt of a Lengthsman grant, supporting ongoing maintenance and local works.
- Butter Cross maintenance is in the initial stages; plans are in place to protect the cross following gaining the relevant documentation.
- Play Park, the Parish Council plans to place the field into a trust to protect it from future development.

These projects demonstrate the council's continued commitment to improving community facilities and services.

5. Planning Matters

The council considered a considerable number of planning applications during the year. Objections were raised where necessary, and all applications continue to be monitored and discussed at council meetings.

Public comments were considered during the decision making process, ensuring that local views were considered when responding to planning matters.

6. Community Engagement

A new, more user-friendly council website has been commissioned. Enhancements include:

- Interactive planning information
- Auto contact details for the council
- Bin collection day lookup
- Local history information
- Newsletters and community updates

A Facebook page has been created.

Public participation at meetings is welcomed and encouraged. Councillors considered comments raised by members of the public and took appropriate action where required.

In addition, the Parish Council hosted a public meeting regarding Devolution providing residents with information on local government proposals and developments.

7. Legal and Compliance

The council maintained appropriate legal and compliance arrangements throughout the year, including:

- Data protection compliance

- Insurance cover provided by Zurich
- Ongoing risk assessment processes

No formal complaints were received during the reporting period.

8. Closing Statement

The Parish Council looks forward to continuing its work in support of the community over the coming year, building on the progress made during 2025–2026 and maintaining high standards of governance, transparency, and public engagement.