

# **Nempnett Thrubwell Parish Council**

**Parish Council meeting at 19:30 on 5<sup>th</sup> May 2026**

**Nempnett Thrubwell Village Hall**

**Agreed MINUTES**

**1. Attendance:**

Councillors: Peter Hellier (PH - Chair), George Ford (GF), James Everett (JE)

Parish Clerk: Alicia Fox (AF).

Members of the public- 1 members of the public

**2. Election of Chair.**

JE proposed and GF seconded the election of PH as Chair for 2026/27.

**3. Election of Responsible Financial Officer (RFO).**

JE proposed and GF seconded the election of the Clerk AF to be the RFO for 2026/27.

**4. Apologies:**

Councillors: John Mallone (JM), Ingrid Wilms (IW), Peter Rendle (PR)

Ward Councillor: Anna Box

**5. Approval of minutes of meetings:**

The minutes of the meeting held on 7<sup>th</sup> April 2026 were reviewed and due to no Councillors being present who attended that meeting approval will be deferred until the June meeting.

**6. Public Participation:**

JE asked if the Parish Council could send letter of recognition/thanks to people who have taken on tasks within the village.

PH suggested this could be added to the June meeting.

Member of public requested the footpath running outside his house is closed off and diverted.

PH advised there are statutory procedures in place to have footpaths assessed.

BANES have put the soakaway in a different place so he has instructed his surveyor to take legal action against "Bellamy Tinknell" and BANES. Believes a new treatment plant needs to be installed to prevent sewage overflow going on his land.

**7. Declarations of Interest:**

None

**8. Ward councillors update:**

None

**9. Highways**

## Nempnett Thrubwell Parish Council

- a. Drains or any other areas of concern

PH noticed some potholes have been filled in.

JE drains seem to have cleaned with no leaves in them.

JE asked if members of the public could help to clear the vegetation on the other side of Pitt Lane so people can see there is a rail.

PH suggested JE posts on the village Whatsapp group to round some other residents to help clear the vegetation and then request BANES to look at the rail.

### 10. Planning:

- a. New applications-
- b. Ongoing- None
- c. Decisions
- d. Enforcement:
  - i. Parcel 5342, Bellevue Lane 24/00362/UNAUTH

The clerk had no further update on Bellevue Lane.

### 11. Finance:

- a. Bank reconciliation for 31<sup>st</sup> March 2026 to 30<sup>th</sup> April 2026 was agreed as being an accurate record. Proposed JE and GF seconded. Motion carried.
- b. Payments for approval.:
  - i. Clerk salary - **£375.40**
  - ii. HMRC tax- **£26.60**
  - iii. Clerk work from home allowance and expenses-
    - Putting agendas up-24 miles – 10.80
    - Attending meeting-24 miles – 10.80
    - Work from home allowance- £26.00
    - Total expenses: **£47.60**

JE proposed the payments and GF seconded the payments. These will be sent by GF and PH.

- a. Limited Assurance Review:
  - i. Risk Register and Asset Register

It was agreed there were no changes required to the documents.

Proposer: JE Secunder: GF

Motion carried.

- ii. Review and agreement of AGAR

Proposer: GF Secunder: JE

## **Nempnett Thrubwell Parish Council**

The Council reviewed the AGAR and noted the comments made by the internal auditor which were:

- The replacement Clerk had not been formally approved as the RFO
- The January minutes were not on the website at the time of the audit.
- Signed copies of the bank reconciliations should be retained as evidence of what was approved
- At least once every three months reviews should take place of the financial budget and be included in the meeting minutes.

The RFO election was an agenda item for the annual meeting so no further action was required. The Clerk said the January minutes have now been added to the website, she does retain the signed bank reconciliations and these can be provided to the internal auditor upon request.

The comment raised regarding the financial review was noted by the council.

The Clerk advised the Council that to ensure next years internal audit can be met that all requirements of Assertion 10 need to be in place including the email address for the Clerk.

Motion carried and the AGAR was approved by the Council and signed by RFO/Clerk and Chair.

### **2. Adoption and review of policies:**

These documents were circulated in advance of the meeting for the Councillors to review.

#### **Code of Conduct**

PH would like to postpone the adoption of this policy and will defer to the June meeting.

#### **Transparency Code**

Proposer: GF Seconder: JE, Adopted by the Parish Council

#### **Staff training statement of intent**

Proposer: JE Seconder: GF, Adopted by the Parish Council

#### **Social Media review**

Proposer: GF Seconder: JE, Adopted by the Parish Council

It was agreed to adopt this policy in case needed at a later date, although currently social media is not used by the Parish Council.

#### **Information and Data protection policy**

Proposer: GF Seconder: JE, Adopted by the Parish Council

#### **Password and device security policy**

PH would like to postpone the adoption of this policy and will defer to the June meeting.

# **Nempnett Thrubwell Parish Council**

IT policy

Proposer: JE Seconder: GF, Adopted by the Parish Council

Data register

Proposer: JE Seconder: GF, Adopted by the Parish Council

Standing Orders review

Proposer: GF Seconder: JE, Adopted by the Parish Council

Financial Regulations review

Proposer: GF Seconder: JE, Adopted by the Parish Council

**ACTION: Clerk to update new and reviewed policies to the website where appropriate.**

## **12. Parish Council Airports Association (PCAA)**

JM not present so unable to provide an update.

PH advised the PCAA will be producing an objection to the 15mppa planning application.

ACTION: The Clerk will review the objection that is shared by the PCAA and will form a response on behalf of the Parish Council. The Clerk will share the response via email to the Councillors for agreement.

## **13. Parish Matters-**

PH asked if the village email group is still worth spending money on when Whatsapp is used by villagers for promoting events.

## **14. Old finger-posts renovation**

PH the fingerpost near the hatchery has been removed to be repaired.

## **15. Next meeting- 2<sup>nd</sup> June 2026**

GF sends his apologies for the next meeting.

There being no other business the meeting closed at 20.25.