

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

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12 May 2026

Dear Councillor,

You are hereby summoned to attend the meeting of **ANNUAL MEETING** of **ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **19 MAY 2026** immediately after the **ANNUAL PARISH MEETING**.

Denise Gascoyne
Parish Clerk

1. **Election of Chair.** To elect the Chair of the Parish Council and to receive the Chair's Declaration of Office.
2. **Election of Vice-Chair.** To elect the Vice-Chair of the Parish Council and to receive the Vice-Chair's Declaration of Office.
3. **To receive Declaration of Acceptance of Office and Members' Disclosable Pecuniary and other interests** – All Parish Councillors.
4. **Election of Finance Officer.** To elect Finance Officer to oversee accounts.
5. **Apologies for absence.** To receive and accept apologies for absence where valid reasons have been given prior to the meeting.
6. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **21 April 2026** and to authorise the Chair to sign the official minutes.
7. **To review and accept** Model (2025) **Standing** Orders. Already circulated.
8. **To review and accept Financial** Regulations 2025.
9. **To review and accept new/amended** Policies.
 - Councillor Code of Conduct
 - Data Breach Policy
 - Annual Investment Strategy.

10. To declare eligibility and adoption of The General Power of Competence (compliant with S.1-8 Localism Act 2011 and the Parish Councils (General Power of Competence Prescribed Conditions) Order 2012. (CILCA obtained 20.5.19)

11. To approve and accept The Asset Register as of 31 March 2026. Already circulated.

12. To approve and accept the Insurance Policy and resolve to pay the premium.

13. To elect members to the following Working Groups.

- Planning
- Cemetery/Newton Meadow/Grounds Maintenance
- Finance
- Parish Hall
- Highways/Policing/Speed Watch
- Playing Field
- Emergency Plan

14. Finance.

- a. To read out, fill in and sign Section 1 – Annual Governance and Accountability Return (AGAR) 2024/2025.
- b. To accept and sign Section 2 – Accounting Statement 2025/2026 of the AGAR
- c. To accept Statements of Accounts and authorise the Chair to sign.
- d. To accept the Internal Auditors Report

To start the Ordinary Parish Council Meeting.

15. Highways/Policing/Speed watch.

- a. Update on implementation of 40mph speed limit West Willoughby
- b. Update on potential illegal waste site off Water Lane.
- c. To discuss unauthorised selling of cars on verges
- d. Potholes at the side of Montague Building Railway Approach – owner?
- e. To raise request for the yellow zigzags outside school to be enforced during school hours

16. Planning.

- a. Update on proposed wooden poles and broadband apparatus.

17. Parish Clerk Update.

- a. Update on grants for Bus Shelter refurbishment
- b. Update on Govt.UK emails
- c. Unauthorised Parking in Parish Hall Car Park

18. Correspondence.

- a. LALC e-news
- b. LCC Town & Parish Council Newsletter April

19. Cemetery/Newton Meadow/Orchard.

- a. Update (if any)

20. Finance.

- a. To resolve to approve and accept Bank Reconciliations, Bank Transfers, and Cashbook (already circulated) to 30 April 2026 and for Chair to sign.
- b. To resolve to approve and accept Staff BACS Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
- c. To resolve to approve and accept other BACS/DD Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
- d. To confirm the VAT Repayment for year ending 31 March 2026 had been received.
- e. Confirmation first half of Community Cleaner Grant has been received.

21. Parish Hall

- a. Notification a ridge tile is missing at the top corner of the parish hall.

22. Playing Field

- a. Update on play equipment.

23. Training.

24. Date of Next Meeting.

- a. To confirm the date of the next meeting as **16 June 2026** at 7.30pm in the Parish Hall Annexe.