

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

**THE ANNUAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING KIRKBY
MALZEARD AND LAVERTON PARISHES) 2026**

on **Tuesday 5 May 2026** at 7.30pm in the Annex, Mechanics Institute, Kirkby Malzeard.

MINUTES

Present: Cllrs. Manson (Chair) Lobley, Aksut. + Clerk/RFO

1. Election of Chair and Vice-Chair. Completion of 'Acceptance of Office' form by Chair. – Cllr Manson proposed as Chair by Cllr Lobley, seconded by Cllr Aksut. Cllr Manson completed and signed the acceptance of Office form. In his absence but with his prior agreement, Cllr Floyd was elected as Vice Chair proposed by Cllr Manson seconded by Cllr Lobley.

2. Welcome to the new Parish Council. Apologies for absence from Councillors – the Chair welcomed the Council. **Apologies** received and accepted from Cllrs Berry, Hughes, Heap and Floyd

3. Finance Documents 2025-26. Consider and approve the following documents on which the Accountability Return is based;

- a) Receipts – Accepted and noted
- b) Payments – Accepted and noted
- c) Bank Reconciliation – Accepted and noted
- d) Cash Book – Accepted and noted
- e) Asset and Investment Register as at 31 March 2026 – Accepted and noted. Any adjustments for Insurance purposes to be made at future meeting.

4. Annual Governance and Accountability Return 2025-26 – Exemption and Auditors Report

- Consider and approve the Annual Internal Audit Report (Page 3 of AGAR) provided by Claire Smith (Auditor). Council to note any additional best practice guidance notes provided. – Approved, **Action:** Clerk to submit VAT return for the year 2025/26 as soon as possible.

5. Annual Governance and Accountability Return 2025-26 – Governance – Consider and approve Annual Governance Statement (Page 4 of AGAR). – considered and approved

6. Annual Governance and Accountability Return 2025-26 – Finance. - Consider and approve Accounting Statements 2025-26 (Page 5 of AGAR). – Considered and approved. Clerk informed the Council that the lower % difference in 'other receipts' from the year 2024/25 was due to receipt of a Neighbourhood grant + VAT return being received that year.

7. Annual Governance and Accountability Return 2025-26 – Publication. - Approve the publication of the AGAR documents on website and noticeboard in accordance with the requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities)

Regulations 2015 and the Transparency Code for Smaller Authorities, to include the Notice of the period for the Exercise of Public Rights. – Approved.

Action: Clerk to publish the AGAR by 7th May on website and notice boards and include the notice of the period for the exercise of Public Rights. Clerk to forward copy of AGAR to external auditor

8. Governance Documents for 2026 onwards – Approve the re-adoption with any amendments agreed of the following existing documents (see the Parish Council website for current documents):

- a) Code of Conduct (as recently revised and approved March 2026) - Approved
- b) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media) - Approved
- c) Financial Regulations. – Accepted with note to apply spend limit on Business Bank Card and clarify guidance on urgent payment of invoices.

Action: Clerk to make amendments to document and bring to a PC meeting for approval

- d) Risk Assessments Register incorporating separate Risk Assessment for Play Area. Agree annual review process – Accepted and agreed. *

- e) Publication Scheme – Accepted

Action: Clerk to revise dates on existing published documents as necessary.

9. Financial matters – review and approve the following:

- a) Insurance arrangements – approve 2026 Schedule of Assets for Insurance Purposes adding any additional items. – current fixed price fee to 2027. *note Council to review current valuations at a future meeting.
- b) Expenditure incurred under s 137 of LGA 1972 for 2025/26 - * £300 granted to the KM Playgroup within current spend limit for s137
- c) Subscriptions to YLCA. - Approved
- d) Bank Payment arrangements: cheque, credit card and on-line payments. Approve named Cllrs as signatories and designated Primary User – Current Cllrs. agreed to continue as signatories.
- e) Sums currently available Community Sums under s106 of Town and Country Planning Act 1990 and Community Infrastructure Levy. (Clerk to circulate.) – previously circulated and noted.

10. Register of Interests.

- a) Cllrs to inform Clerk of any revisions necessary to forms.

11. Representation by Councillors on other public bodies.

- a) Kirkby Malzeard Charity Trust – Agreed to appoint Cllrs Hughes and Lobley to continue as representatives.
- b) Approve two Councillors to have voting rights at YLCA meetings (all Councillors able to attend). – Agreed to appoint Cllrs Berry and Heap to continue as representatives.

12. Committees.

- a) Approve re-adoption of Terms of Reference and membership of advisory Committee known as Neighbourhood Plan Steering Group. – Approved and re adopted.
- b) Annual report from the Neighbourhood Plan Steering Group. – Received and noted

13. General Data Protection Regulations - Approve the re-adoption with any amendments agreed of the following documents: (available on the website under GDPR)

- a) Data/Information Audit - Approved
- b) General Privacy Notice - Approved
- c) Privacy Notice for Staff, Councillors and Role Holders - Approved
- d) Records Management Policy - Approved
- e) Consent Form - Approved
- f) Incident Report form - Approved
- g) Subject Access Requests (SAR) Policy - approved
- h) Security Incident (Breach) Policy - Approved

14. Employment.

- a) Staff Appraisal – Clerk – Appraisal form completed by Chair and clerk. Chair concluded that the Clerk had met the expectations of the role and has met the requirements for the annual salary review.

Action: Proposals to meet to YLCA recommendations regarding contingency planning to be drafted by Clerk and brought to future meeting for approval

- b) Clerk's Salary Review (including Homeworker Allowance)- annual incremental uplift approved.
- c) PAYE arrangements review - Clerk to continue to rectify accounting errors submitted to HMRC. During the years 2024-26 to date. All future PAYE administration to be completed by the Clerk/RFO (Responsible Financial Officer)
- d) Note the existence of the following employment related documents approved in 2020: Equal Opportunities Policy, Health and Safety Policy, Workplace Pension Policy, Sickness Policy, Grievance Policy, Disciplinary Policy. (Copies held by the Clerk and Chairperson)- noted

15. Review of Property Assets as detailed in current Asset Register - Clerk emailed a copy to Councillors

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson – new lease commencing June 2026.

- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward.
- c) Highways Yard, Laverton – let to NYC.
- d) Other Assets.
- e) Approval for use of BHS of Laverton Quarry gravel store for parking of horse boxes on 28 June 2026 (request received by NYC as Leaseholder) – Approved with note concerning their own public liability insurance being held.

Action Clerk to inform those concerned

16. Review of Communications - Website, Noticeboards and Social Media

- a) Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018 - noted

17. Approve dates and venues of:

- a) Ordinary meetings of the Parish Council until end 2027. – to be circulated and approved at the June Parish Council meeting
- b) 2027 Annual Parish Council meeting. – Date to be confirmed was above.

18. Any Other Business: Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next ordinary meeting. – None

Meeting Closed 8.30pm.

Date of next meeting: Date of Next **ordinary meeting Monday 18th May 2026** at 7.30pm in the Annexe, Mechanics Institute, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by Wednesday 13th May 2026 please.

Dated 6th May 2026

PARISH CLERK: John Collins, The Bothy, Main BackLane, Kirkby Malzeard HG4 3SH (postal enquiries only). Tel 07794964819 Email: clerk@kml-d-pc.gov.uk Agenda (and General Privacy Notice) available on www.kml-d-pc.gov.uk Facebook: @kml-d-pc

