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ANNUAL SEDGEFORD PARISH COUNCIL MEETING
MINUTES 20th MAY 2026

1. Welcome by the Chair.
2. Present: Cllr Crump, Cllr Ward, Cllr Clark, Cllr Miller and Cllr Wilce.
 Apologies: Cllr Coleman, Cllr Maddox, Borough Cllr Parish and NCC Cllr Costley.
 Absent: Borough Cllr Jamieson
3. Election of Chair – Cllr Clark proposed that Cllr Crump be re-elected as Chair. This was seconded by Cllr Miller and agreed by all.
4. Election of Vice Chair – Cllr Crump proposed Cllr Ward be re-elected as Vice Chair, this was seconded by Cllr Wilce and agreed by all.
5. Review and adoption of standing orders and financial regulations - It was proposed by Cllr Ward and seconded Cllr Clark that both the documents be adopted and reviewed again in May 2027. This was carried unanimously.
6. Review and adoption of the following policies/procedures/forms:

Anti-bullying and Harassment Policy
 Appraisal Policy
 Biodiversity Policy
 Cemetery Purchase of Exclusive Rights of Burial Privacy Notice Consent Form
 Cemetery Regulations
 Communications Policy
 Complaint Policy
 Co-option Policy
 Councillor Code of Conduct
 Data Breach Reporting Form
 Data Protection Consent to Hold Contact Information Form
 Data Protection Document
 Dignity at Work Policy
 Discipline and Grievance Policy
 Email Contact Privacy Notice
 Equality and Diversity Policy
 Expenses Policy
 Freedom of Information Policy
 Health and Safety Policy
 Information and Data Protection Policy
 Internal Financial Control Policy and Procedure
 Internet Banking Policy
 Internet Usage Policy
 IT Policy
 Lawful Basis for Processing Data
 Meeting Rights of the Individual Policy
 Memorials Inspection Policy
 Neighbourhood Plan Privacy Notice
 Operation London Bridge Policy
 Privacy Notice for Staff etc
 Privacy Notice
 Retention and Disposal Policy
 Social Media and Electronic Communication Policy
 Transferrable Data Policy
 Tree Management Policy

The Clerk had asked Councillors to review these documents prior to the meeting. All Councillors were content with the documents and it was proposed by Cllr Clark that these documents are adopted and reviewed in May 2027. This was seconded by Cllr Miller and agreed by all.

7. Review and adoption of Council Property, including Cemetery; Washpit; Tree & Speed Signs Risk Management Assessment Forms - The Clerk explained that Cllr Ward had kindly agreed to continue to undertake the monthly/quarterly checks required in the Risk Assessment Forms and that a log will be retained to evidence the checks having been made. The Clerk explained that former Cllr Palmer will continue to move and inspect the signs on a monthly basis, working with Cllr Miller. A log will be retained

to evidence the checks having been made. Cllr Clark kindly agreed to continue to monitor the Council's trees as required in the Tree Risk Management Form. A log will be retained to evidence the checks having been made. The Risk Assessment Forms were proposed by Cllr Ward, seconded Cllr Miller and agreed by all Councillors that the documents be adopted and reviewed in May 2027.

8. Review and adoption of Council Financial Regulations/ Administrative Procedures Risk Management Assessment Forms - The Clerk explained that Cllr Miller had kindly agreed to continue to undertake the quarterly checks required in the Risk Assessment Forms and that a log will be retained to evidence the checks having been made. The Risk Assessment Forms were proposed by Cllr Clark, seconded Cllr Wilce and agreed by all Councillors that the documents be adopted and reviewed in May 2027.

9. Consider the outcome of the Internal Audit - The Internal Auditor signed off the accounts with no queries – Noted. Councillors thanked the Clerk for achieving a "clean bill of health" from the Internal Auditor.

10. Agree list of Bank Direct Debits and Standing Orders – The Clerk advised that the following regular payments were in force to be paid from the Barclays Bank Current account:

Direct Debits (varying amounts – Curry's (Laptop cover) – monthly (over 10 months Jan-Oct); Information Commissioner- April annually; Npower – Street lighting electricity- monthly.

Standing Orders – K & M Lighting – Street Lighting Maintenance – monthly; Stuart Large – War Memorial Maintenance – monthly (over 7 months Apr-Oct). Cllr Ward proposed these regular payments be continued via Bank Direct Debits and Standing Orders. This was seconded by Cllr Wilce and agreed by all.

11. Agree use of Internet Banking and payments via BACs – Cllr Miller proposed that the Clerk continue to utilise internet banking to conduct Parish Council business and continue to make payments via the BACs system under the existing authorisation process. This was seconded by Cllr Clark and agreed by all.

12. Village Hall Accounts - Mr Ward provided the accounts for the year. The refurbishment of the Hall continues as does fund raising. The Hall is very regularly in use and Hall rent receipts had increased. The bank balances remain healthy. The accounts were noted.

13. Mire Close Accounts - Mr Ward provided the accounts for the year. The Charity were successful in obtaining a grant of £4000 which helped support 41 parishioners with their electricity costs last year. The closing balance for the year was £1502. The accounts were noted.

14. Review of inventory of land and assets including buildings and office equipment - The Clerk explained the asset register had been updated and adopted at the February 2026 meeting.

15. Assets of Community Value – Carried Forward

16. Churchyard liabilities – Carried Forward – Regular updates in minutes of monthly Parish Council meetings.

17. Appoint Councillor to join Chair for Clerk's annual appraisal – Councillors discussed the situation and agreed it was good practice to involve different Councillors to assist the Chair in the appraisal process. Cllr Wilce agreed to support the Chair at the appraisal in January 2027.

18. Agreed dates/times/location for Parish Council Meetings for the coming year - The Clerk provided Councillors with dates (third Wednesday monthly, except August when there is no meeting) for the coming year. Meetings will be held in the Village Hall at 7pm (except for March, when the Annual Parish meeting will start at 6.30pm and May when the Annual Parish Council meeting will start at 6.30pm). These dates and times were noted and Cllr Ward has confirmed these dates are in the Village Hall diary.

19. Close – 6.48pm