

HEVINGHAM PARISH COUNCIL

Clerk: Mrs Karen Medler
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NOTICE OF MEETING and SUMMONS TO ATTEND

The annual meeting of the Parish Council will be held on Tuesday
5th May 2026 at 7:30pm at Hevingham Village Hall

AGENDA

1. Election of Chair
2. Open forum for Public Participation*
3. Election of Vice Chair
4. To approve apologies for absence (telephoned to the Clerk in advance)
5. To receive Declarations of Interest and consider any requests for Dispensation
6. To accept the minutes of the Council meeting held on 7th April 2026
7. To report on matters arising from the previous meetings not on the agenda – for report only
8. To agree appointment of Village Hall Representative
9. To agree appointment of Allotment Committee
10. To agree appointment of Internal Control Officer
11. Matters for Discussion and Decision:
 - a) **Finance**
 - i) To agree accounts for payment
 - ii) To further discuss and agree provision of field barriers at the Village Hall
 - iii) To discuss and agree cleaning costs of play equipment at the Village Hall
 - iv) To agree accounts for year ending 31st March 2026
 - v) To receive the Internal Audit Report
 - vi) To consider and respond to the Annual Governance Statement
 - vii) To consider and agree the Accounting Statement figures
 - viii) To note the dates for the Excise of Public Rights
 - ix) To receive the Internal Control Report and agree any action (SMW)
 - x) To re-confirm bank signatories
 - b) **Allotments**
 - i) To receive inspection report for April, any updates and agree any further action
 - ii) To consider any new 'issues' raised and agree the necessary action
 - c) **Planning**
 - i) To discuss any new applications:
None at present
 - ii) To note outcomes of previous applications
 - d) **Highway Matters** - to note any new issues and agree the necessary action
12. Matters to report:
 - a) **Correspondence**
 - b) **Clerks report** (to include SAM sign report)
 - c) **Village Hall Report**
 - d) **Police report**
 - e) **District and County Councillors reports**
13. Matters for future discussion and to note date of next meeting – 2nd June 2026

* This time is limited to a maximum of 15 minutes unless directed by the Chair as per the Councils Standing Orders. Comments must be directed to the Chairman.