

THORPE MALSOR PARISH COUNCIL

Minutes of the Ordinary Meeting of Thorpe Malsor Parish Council held on 26th January 2026.

Present: Cllr C Holborow (Chair), Cllr J Harrison, Cllr M Zealey, Cllr H Sharp (Acting Clerk).
Two members of the public attended.

1. Declaration of Acceptance of Office and Register of Member's Interests

a) To receive Cllr Mark Zealey's Declaration of Acceptance of Office.

Cllr Zealey signed the Declaration and was welcomed onto the council.

b) To receive his Register of Member's Interests or determine when it shall be received.

Clerk to forward the link to NNC online portal for Cllr Zealey to complete the document within 28 days.

2. Apologies for absence

None.

3. Declarations of Interest relating to business on the agenda

Cllr Sharp declared a disclosable pecuniary Interest in Agenda item 9 (a): the Schedule of Payments includes her invoice for reimbursement of annual domain registration and website hosting charges in respect of the council's website and will leave the meeting whilst this is under consideration.

4. Approval and signature of minutes of the Annual meeting of 3rd December 2025.

The minutes were approved without amendment and signed by the Chair.

5. Matters arising from the minutes not covered below on the agenda.

None.

6. Open Forum (public participation session)

A parishioner suggested that a litter pick could be organised in the village, to coincide with the Easter school holiday break. A parishioner commented on communication of events in the village. Issues surrounding the current drainage works taking place in the village were also raised.

7. To consider the 2026/27 Grass Cutting proposal submitted by North Northamptonshire Council.

It was noted that NNC have reviewed arrangements for Urban Highway Grass Cutting within 30mph areas and are reducing the number of cuts from 6 down to 3 this year. A grant of £210.35 has been offered towards costs if the parish council makes arrangements to carry out the mowing to the required specifications.

It was agreed to continue with the current arrangement this year but include a contingency fund of £500 in the budget for extra cuts if required. It was acknowledged this might prove difficult in practice as the timing of cuts is unknown. Clerk to contact NNC and request a price for additional cuts carried out by their contractors.

8. To consider quotation for replacement of village noticeboard.

It was agreed to change the Agenda order and consider this item as part of the budget discussion 9 (b).

It was noted that the current noticeboard is now beyond repair and, due to space limitations, the standard size products available for immediate purchase are not suitable. The proposed supplier offers bespoke manufacture to the size of the current noticeboard for a small additional cost of £50. It was agreed to accept the quotation. Clerk to place the order for delivery to her home address.

9. Finance

a) To receive the Finance Report and approve the Schedule of Payments.

The Clerk presented the latest financial statement, which had been circulated prior to the meeting. It was resolved to approve payment of the invoice detailed on the schedule (copy attached). It was noted that the Internal Controls Officer, Frances Pope, had reviewed and confirmed to the Chair that the financial statement, accounts and bank balances were correct.

b) To set the Budget for Expenditure for 2026/2027.

The draft budget was discussed in detail. The budget allocated for the replacement seat was revised upwards to cover the new projected cost, funded from reserves. It was agreed that a contingency be included for grass cutting and for possible replacement of the current laptop. It was resolved to set a budget for expenditure of £12850 for 26/27 (see Appendix A attached).

c) To set the Precept demand for 2026/27.

It was resolved to set the precept demand for 2026-27 at £4000. (See Appendix A attached). Clerk to complete Precept Demand and return to North Northamptonshire Council.

10. To consider transferring the Council's banking to Unity Trust Bank.

The Clerk gave an overview of the council's current banking arrangements and the need for dual/triple online authorisation, a facility not offered by Barclays.

It was agreed to change from Barclays Bank to Unity Trust Bank. It was also agreed to pay the monthly charge of £7.00. Clerk to complete the application form and arrange the transfer via the Current Account Switch Scheme (CASS). Changes to the mandate and decision on signatories to be included as an item on the next Agenda.

11. To consider obtaining a gov.uk domain name for the clerk's email address.

It was noted that to comply with AGAR assertion 10 there is a requirement to have a council owned domain name for the clerk's email address by the end of the current financial year. It was agreed that the council apply for a .gov.uk domain and accompanying e-mail address which is offered free of charge by Parish Online. Clerk to action.

12. To consider the implications of the Community Governance Review and agree on the Council's approach to engagement.

It was noted that the review is intended to address changes resulting from previous boundary reviews and new developments, and to ensure governance arrangements continue to reflect local identities. It was agreed most aspects of the review were unlikely to affect the parish and the council's response would not include any recommendations for change but include an observation that increasing the minimum number of councillors (currently 5) would prove challenging for a very small parish. Clerk to complete the online response.

13. To consider creating a WhatsApp group to support informal communication between council members/staff.

It was agreed that an informal group would be created. Cllr Zealey to action.

14. Policies & Procedures:

- a) To review the Internet Banking procedure.
- b) To consider adoption of a WhatsApp usage policy.

It was resolved to approve both policies. It was noted that the Internet Banking procedure will require review/amendment following the transfer of the banking facility to Unity Trust Bank.

15. To consider recruitment of a Parish Clerk.

It was agreed that the council should commence recruitment of a part time parish clerk. It was further agreed to advertise the position at the current Local Government pay scale SCP 15 - £15.08 per hour. Cllr Sharp advised she had recently spoken to a clerk employed by a local parish council of similar size, holding 4 council meetings per year who worked, on average, 12 hours per month. Cllr Sharp to research employment requirements further and propose an advert/job description.

16. Date of Next Meeting.

16th March.

The meeting closed at 8.45 pm.

Signed:(Chair)

Date:

THORPE MALSOR PARISH COUNCIL

SCHEDULE OF PAYMENTS

Accounts to be passed for payment 26th January 2026:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
H Sharp	Domain Reg. & Website Hosting	£135.59	LGA 1972, s142
Total		£135.59	

RECEIPTS SINCE: 4th December 2025:

Date	Particulars	Amount	Account Credited
08/12/25	Interest	£1.91	Premium (Savings)
Total		£1.91	

FINANCIAL STATEMENT

Balances B/F 04/12/25		Receipts	Payments	Current Balances (after payment of invoices)
Premium Acc	£654.63	£1.91	£0.00	£656.54
Community Acc	£9873.45	£0.00	£135.59	£9737.86
Total	£10528.08	£1.91	£135.59	£10394.40

TMPC Budget 2026–27

EXPENDITURE	2025-26				Budget 2026-27
	Budget	Actual (to 4/12/25)	Forecast (to y/e)	Total Year (projected)	
General Administration	£3,958.00	£502.00	£135.59	£637.59	£3,500.00
Audit Charge (Ncalc)	£140.00	£137.00		£137.00	£150.00
Clerk's Salary	£2,138.00	£0.00		£0.00	£2,200.00
Insurance	£300.00	£191.00		£191.00	£250.00
Subscriptions	£130.00	£115.00		£115.00	£130.00
Banking Fees	£0.00	£0.00		£0.00	£84.00
Registration Fees	£35.00	£47.00		£47.00	£50.00
Training	£500.00	£0.00		£0.00	£350.00
Website	£550.00	£0.00	£135.59	£135.59	£150.00
Computer (upgrade)	£150.00	£0.00		£0.00	£0.00
Software					£96.00
Printing/Stationery					£25.00
Other	£15.00	£12.00		£12.00	£15.00
Open Spaces	£215.00	£15.00	£0.00	£15.00	£100.00
Land Rental	£15.00	£15.00		£15.00	£25.00
Bulbs & wild flower seed.	£200.00	£0.00		£0.00	£75.00
Total Regular Expenditure	£4,173.00	£517.00	£135.59	£652.59	£3,600.00
Projects	£4,300.00	£0.00	£0.00	£0.00	£8,150.00
Noticeboard Replacement	£350.00	£0.00		£0.00	£1,100.00
Seat – green space by Hall gates.	£2,200.00	£0.00		£0.00	£5,000.00
Green space improvement/protection	£1,000.00	£0.00		£0.00	£1,000.00
Short Lane verge improvement	£150.00	£0.00		£0.00	£100.00
Village Well Restoration	£600.00	£0.00		£0.00	£600.00
Telephone Box Repairs					£200.00
Website upgrade/domain name change					£150.00
Contingency Fund	£250.00	£0.00	£25.00	£25.00	£1,100.00
Election Expenses	£250.00	£0.00	£25.00	£25.00	£50.00
Grass cutting					£500.00
Laptop replacement					£550.00
Total Annual Expenditure	£8,723.00	£517.00	£160.59	£677.59	£12,850.00

TMPC Precept Demand 2026-27

Current Balance @ 21/01/26	£10,529.99
Expected Receipts to Year End	£1.91
Expected Outgoings to Year End	£160.59
Forecast Balance at Year End	£10,371.31

Notes

Financial Statement dated 21/01/26
Interest March

Project Earmarked Reserves

Replacement Noticeboard	£1,100.00	On order
Seat Replacement (by Hall gates)	£5,000.00	Revised estimate
Village Well restoration	£600.00	Quotation from local stonemason +10%
Short Lane verge improvement	£100.00	
Green space improvement / protection	£1,000.00	
Telephone Box Repair	£200.00	
Website upgrade/domain name change	£150.00	
	£8,150.00	

Contingency Fund Reserves

Laptop Replacement	£550.00
Grass Cutting	£500.00
Election Expenses Fund	£50.00
	£1,100.00

General Reserve **£1,500.00**

Total Reserves Required: **£10,750.00**

Total required for earmarked projects, contingencies & general reserve.

Regular Budgeted Expenditure 26-27 **£3,600.00**

Precept Required **£3,978.69** Precept set at £4000