

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 29th June 2026.

Present: Cllr C Holborow (Chair), Cllr J Harrison, Cllr M Zealey, Cllr H Sharp (acting Clerk).
No members of the public attended.

1. To elect the Chair for 2026/27 and receive the Chair's Declaration of Acceptance of Office.

It was proposed that Cllr Holborow be elected as Chair for 2026/27. All were in favour and Cllr Holborow was duly elected and signed the Declaration of Acceptance of Office.

2. To receive and approve apologies for absence.

None.

3. To receive declarations of interest relating to business on the agenda.

None.

4. To confirm the parish representatives:

- a) **Internal Controls Officer** – Mrs Frances Pope
- b) **Footpaths Warden** – Cllr Sharp
- c) **Police Liaison Representative** – Cllr Holborow
- d) **Health & Safety Officer** – Cllr Zealey
- e) **Defibrillator Officer** – Cllr Harrison
- f) **Any other representatives that might be considered necessary** – none required.

5. Approval and signature of minutes of the Ordinary meeting of 26th January 2026.

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

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

It was noted that no response had been received from NNC following a request for a quote for additional grass mowing and a copy of the map of the areas currently mowed. Clerk to raise during the forthcoming Highways meeting with NNC.

7. Open Forum (public participation session).

No members of the public attended.

8. Annual Governance and Accountability Return (AGAR) for 2025-26 Financial Year

a) Receive and note any recommendations from the Internal Auditor's Report dated 21/05/26

The report from the Internal Auditor had been circulated prior to the meeting. The advice, including regarding selection as part of the 5% review by the external auditor, PKF Littlejohn, was noted.

b) Approval of Annual Governance Statement (Section 1)

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable; it was resolved to approve the Statement and Cllr Holborow and Cllr Sharp (as acting Clerk and Responsible Finance Officer) signed Section 1.

c) Approval of Accounting Statements (Section 2)

It was resolved to approve the Statement of Accounts and Cllr Holborow signed Section 2.

d) Approval of Certificate of Exemption

It was agreed that the Certificate of Exemption be approved. The certificate was signed by Cllr Sharp (as acting RFO) and Cllr Holborow.

e) To confirm the dates for the Exercise of Public Rights as 1st July to 11th August 2026.

The dates were confirmed. Clerk to publish the notice tomorrow and display on the parish noticeboard.

9. To review the risk assessment policy/register and receive a report following inspection of the council's assets.

The inspection report, which had been circulated prior to the meeting, was reviewed and all risks considered (copy attached). It was noted that the replacement noticeboard has now been received.

10. 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 invoices detailed on the schedule (copy attached).

b) To consider quotations for renewal of the Council's insurance.

The clerk advised that the current insurer, Zurich, had not increased the cost of the policy. It was agreed this was more than adequate for the requirements of the council, including cover for employment risks. It was resolved to accept the quotation from Zurich.

11. To consider quotations for the Bench Seat.

It was agreed that efforts should be made to obtain further quotations. It was felt the recent quote received for a circular seat in oak was high and considerably exceeds the budgeted expenditure.

12. To receive an update on the transfer of the Council's banking facility to Unity Trust Bank.

The clerk advised that current and savings accounts have now been opened with Unity Trust. It is anticipated that the automatic transfer from the current banking facility with Barclays will be actioned via CASS during July.

13. To receive an update on the appointment of a Clerk.

The clerk advised that she had prepared an advert for publication. Some points remain, to be clarified following advice from NCALC, with a view to conducting interviews during the last week of August.

15. To set the date of the next meeting of the council.

The date of the next meeting was agreed: Tuesday, 25th August 2026.

The meeting closed at 8.45 pm.

Signed:(Chair)

Date:

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SCHEDULE OF PAYMENTS

Accounts to be passed for payment 29/06/2026:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
North Northants Council*	Local Government Election 1/5/25	£25.00	LGA 1972, s101
NCALC	Annual Membership & DPO Fees	£300.95	LGA 1972, s143, AC Act 1998 s7 (3)
Zurich Municipal*	Insurance 26-27	£214.00	LGA 1972, s111 (1)
Acorn Workshop	Parish Noticeboard	1296.00	LGA 1972, s139
Total		£1835.95	

RECEIPTS SINCE: 26th January 2026:

Date	Particulars	Amount	Account Credited
02/03/26	Interest	£1.25	Premium (Savings)
22/04/26	Precept	£4000.00	Community
Total		£4001.25	

FINANCIAL STATEMENT

Balances B/F 21/01/26		Receipts	Payments	Current Balances (after payment of invoices)
Premium Acc	£656.54	£1.25	£0.00	£657.79
Community Acc	£9737.86	£4000.00	£1835.95	£11901.91
Total	£10394.40	£4001.25	£1835.95	£12559.70

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REPORT: HEALTH & SAFETY AND MAINTENANCE INSPECTION OF COUNCIL ASSETS

ITEM	INSPECTION OBSERVATIONS	H & S RISK	MAINTENANCE REQUIREMENT
Ancient Village Well & Water Trough	Structurally in reasonable condition: some mould/fungi present, advised corner stones may need replacing.	None	Quotes received for potential repairs & clean in 2023.
Bus Shelter	Very good condition. (Repair/renovation completed 2023)	None	None
Bus Shelter Bench Seat	Good condition.	None	None
Bus Shelter Litter Bin	Good condition.	None	None
Picnic Bench Play Area	Very good condition. (Purchased in 2017)	None	None
Public Bench Church Way	Good condition. (Slats repaired & repainted 2017)	None	None
Public Bench Short Lane	Good condition. (Repainted in 2017)	None	None
Tree Bench by Hall Gates *	Removed during 2023.	None	Replace
Memorial Seat Church Yard	Reasonable condition.	None	None
Red Phone Box	Good condition. (Repainted in 2018)	None	Consider replacement of 2 missing small panes of glass.
Table Tennis Table	Good condition.	None	None
Noticeboard	Poor condition. (Replacement ordered 01/26)	Low	None (Replacement due 06/26)
Laptop & Printer	Good condition, not currently in use & not upgradeable to Windows 11.	None	Replace

* Seat was originally erected by a resident of the village and not owned by the Parish Council.

Date of inspection: 18th May 2026

Inspected by: Cllr Sharp Signature: Helen Sharp.....

Date of next scheduled inspection: April 2027