

MIDDLETON-ON-THE-HILL & LEYSTERS GROUP PARISH COUNCIL

AGENDA

You are summoned to the Annual Meeting of the Parish Council to be held on Monday 11th May 2026 at Leysters Parish Hall to follow on after the conclusion of the Open Meetings at 7.30pm

- 1 Election of Chairman**
The chairman must sign their acceptance of office form
- 2 Apologies for Absence**
- 3 Declaration of Interests now or at any time during the meeting.**
- 4 Election of Officers**
Vice Chairman
Footpath Officer/ Tree Warden
- 5 Notice of Registrable interest** – all councillors are reminded to update their Notice of Registrable Interests if necessary. New forms can be obtained from the clerk.
- 6 Financial Report (Clerk)**
 - a) Review of Risk Assessment to be carried out.
 - b) Annual Governance Statement – to be read and approved by councillors. Copies supplied prior to the meeting.
 - c) The internal audit has been carried out by Mr T Merrick who is satisfied with the accounts and all accounting procedures and associated risk management.
 - d) Copies of the year-end accounts (already signed and dated by the RFO) supplied to all councillors prior to the meeting for consideration. If thought to be a fair and accurate record, they can be approved, adopted and signed by the chair of the meeting.
 - e) The certificate of exemption is to be approved by the meeting.
 - f) The clerk is to set the commencement date for the exercise of public rights. The Notice of Public Rights &

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Publication of the Unaudited Annual Governance & Accountability Return and Sections 1 & 2 of the approved AGAR must be made available to the public on the parish council website. 'Local authority accounts: a summary of your rights' must also be published alongside

The clerk and the chairman are to sign all the necessary accounting documents following the meeting.

Balance Current A/C	12967.39
Balance Reserve A/C	515.16

Monies received since last meeting

½ yearly Precept	2875.00
Interest	0.76
VAT reclaimed for 2025/26	1623.02
Drainage Grant	5250.00
Lengthsman Grant	708.00
Drainage Grant	1250.00

Payments paid since the last meeting

Parish Clerk's salary 01/12 to 01/02/26 inc 3 hours holiday	402.55
HMRC Tax due	100.80
Parish Clerk's expenses	7.99
Toner Cartridge	19.67
HALC Annual subscription	668.23
B Pearson Lengthsman Invoice Oct/Nov/Dec 2025	720.00
B Pearson Drainage work	1250.00

Requests for Payment

Parish clerk's salary 20/02/26 to 29/03/26	326.92
HMRC Tax due	81.60
Transfer belt for printer	57.41
B Pearson – Lengthsman Jan, Feb & March	720.00
Parish Council insurance – Zurich	286.98
Hire of hall 2025/26	72.00
BWE Solutions Drainage works	6300.00

The end of year submissions to HMRC have been completed. Employers Annual Return forms have been sent electronically and a P60 generated for the clerk.

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The clerk has raised a dispute with HMRC regarding the charges for Class 1 NI employer's contributions for the year 2025/26.

Bank statements to be checked and initialled by a councillor.

Mr T Merrick has resigned from the voluntary position of internal auditor. The Parish Council will need to find a suitable replacement.

7 Charities Reports

Leysters
Middleton on the Hill

8 Donations

Donations are permitted under Section 37 of the LGA 1972.

Expenditure must benefit some or all parishioners and expenditure must be commensurate with the number of parishioners who benefit.

Following a revision of our lengthsman funding our November budget will support £300 for donations in 2026.

9 Minutes of the last meeting 2nd March 2026 to be confirmed and signed.

10 Matters Arising

11 Parish Matters Arising

a) Lengthsman Scheme 2026/27 – Funding available from HC £1434. If Parish Council contributes £717 then HC will match this with a further £717. This will give us the same budget as last year ie. £2868. The clerk has already submitted an annual maintenance plan and the signed contract to HC. B Pearson has been asked to continue as before.

Drainage Grant Funding 2026/27. In two parts this year. Funding available up to £4000 for maintenance of existing assets to include ditch clearance and other activities to reduce flooding on the highway network. There is a further possible funding of £15,000 for the creation of new assets for minor schemes to reduce flooding. To include the installation of pipes, culverts, drains etc.

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The Chairman and Cllrs Yapp & Lort are trying to prepare a schedule of proposed works and quotes before the 15th May deadline.

- 12 Any other items received after agenda mailed out**
- 13 Planning**
Applications Received
White House, Woonton- retrospective planning for agricultural building. No objections.
- 14 Any other Business**
- 15 Other items for perusal – on the table**
- 16 Dates of 2026/27 meetings to be set**
- 17 Herefordshire Councillor's report.**

A handwritten signature in black ink, appearing to be 'A. Lort', written below the list of agenda items.