

BISHOP NORTON & ATTERBY ANNUAL PARISH MEETING

on Monday 11th May 2026 at 7.00pm in the village hall

Ros Townsend – Clerk

Monday 4th May 2026

Item	Agenda	Time	Lead
1	Attendance and Apologies for Absence	1	Chair/ Clerk
2	Minutes of Annual Parish Meeting 2025	2	Chair
3	Chairman's Report 2025	10	Cllr S Bunney/ Cllr A Duguid
4	Responsible Financial Officer Report 2025 and signing of bank reconciliation by Chair	3	Clerk/RFO
5	Public Question Time re APM	-	Chair

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on Monday 11th May 2026 at 7.30pm in the village hall

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AGENDA

Agenda Item No	Items for discussion/resolution	Time	Responsible Councillor or Officer
1	Attendance: - Record of Parish Councillors Present - Record of Ward & Division Councillors present - Anonymised record of any members of the public present	1	Clerk
2	Apologies for absence: Record of any apologies received noted in minutes	1	Clerk
3	Election of Chairman: NB if no Chair is elected – the meeting cannot continue	3	Clerk
4	Election of Vice Chair	3	Chair
5	Declaration of Interest: - To receive declarations of interests by any member of the Council in respect of any agenda item listed below - NB Declarations may be made at any point of the meeting	1	Chair
6	Minutes: - To accept the minutes of the meeting held on Monday 9th March 2026 as a true record - To discuss and note any matters arising from the minutes of that meeting not included on the agenda Parking in Eastfields	10	Chair
7	Reports by Ward/County Councillors: To receive an update from said Councillors	10	Chair Ward/District Councillors

8	Public Participation: - To allow members of the public the opportunity to address the Council. A maximum of 3 minutes will be allocated to each member of the public. - To allow for the Council to consider any points raised by the public – max time 30 mins	15	Chair Members of the Public
9	Correspondence: - An email requesting a grant to Bishop Norton PCC - An email requesting a grant to The Triangle Lincs - An email re casual vacancy of Parish Councillor - Parish Online Invoice ? renewal	10	Councillors
10	Report by the Acting Responsible Financial Officer: - RFO report from 1st to 30th April– already circulated with Agenda - Bank statement 1st to 30th April to be seen & signed by Chair - Internal Audit completed and signed /External Audit - Section 1 of Annual Governance Statement to be approved and signed by Chair and Clerk - Section 2 – Accounting Statement for 25/26 to be signed by Chair - New Budget for 26/27 to be formally agreed – already circulated with agenda - Financial Risk Assessment to be agreed by councillors – already circulated - Insurance quote (due June)– level of insurance re Assets Register (already circulated with agenda) to be discussed and agreed	15	Clerk/RFO
11	AGAR and Assertion 10 .gov.uk email addresses - IT policy - Accessibility statement - Website updates - Concerns re privacy on own equipment	5	Clerk
12	Planning Application: WL/2025/01227 Main St - Further updates? Planning Application : PL/0101/2025 Glentham AD - Further updates? Planning Application : WL/2026/00380 – Laburnum Cottage, Atterby – 25/05/26	10	CHAIR
13	Bus Shelter request: - Information received re grant application – need x3 quotes for shelters - Examples of shelters (already circulated) - letters to ask residents opinion (those in close proximity) - quote for hard standing and installation if not included in price - Suitability of site/ possible alternatives - Highways agreement	10	Chair/Clerk

14	Football Pitch Hire: • Contract (already circulated) to be agreed • Insurances • Village Hall	5	Chair/Clerk
15	Play Park: • Future Safety Inspections/Current Safety inspections • Barrier costs and reimbursement update • Goal posts and reseeding/returfing	5	Chair/Clerk
16	Community resilience: • Supplies box in village hall – check list created • Hi Vis jackets to be ordered	3	Clerk
17	Items for next meeting Update of Standing Orders	2	Chair
18	Date of next meeting: Monday 13 th July 7.30pm – Hall booked		
19	MEETING TO MOVE TO CLOSED SESSION TO DISCUSS: • New Clerk contract/job description to be agreed and signed • Approval to purchase new printer • Approval of Clerk expenses	15	Chair
	Meeting closed.		

