WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Minutes of the Annual Parish Council Meeting
Held on Tuesday 19th May 2026 at 7pm
At Weasenham Community Building

Weasenham Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public Participation sessions. The law does not permit members of the public and press to take part in the debates.

1. **To elect the Chairman – sign acceptance of Office**
   Cllr J Hargreaves nominated Cllr T McClenghan to the position of Chairman. This was seconded by Cllr J Tidman and all agreed. There were no other nominations. Cllr McClenaghan being happy to take the position of Chairman was duly elected and signed the acceptance of office.

2. **To elect the Vice Chairman**
   Cllr Hargreaves proposed that the Parish Council can run without a Vice Chairman at this time. A person can step in to chair a meeting if necessary. This was seconded by Cllr Jackson seconded this and all agreed.

3. **To record the names of those present**
   Cllr T McClenaghan – Chairman, Cllr J Hargreaves, Cllr J Tidman and Cllr P Jackson
   7 members of the public
   G Robinson – Clerk and RFO

4. **To accept apologies for absence**
   None received.

5. **To note the number of vacancies on the Council and consider any co-option applications**
   There were no applications received. 3 vacancies. Cllr McClenaghan invited people to come forward.

6. **To receive declarations of interest**
   Cllr McClenaghan declared an interest at item 11e. There were no other declarations of interest.

7. **To allow time for public participation and to note that there will only be one public participation opportunity at meetings, however the Chairman has the authority to invite a member of the public to speak at any point during the meeting if their input is considered helpful for a specific agenda item**
   There were no questions or comments from the public.

8. **To receive a report from District and County Councillors**
   No District or County Councillors present. All previous reports received are on the website already.

9. **To appoint council representatives and councillors with special responsibilities**
   Cllr McClenaghan proposed for the following appointments to be made; this was seconded by Cllr Jackson and all agreed. It was resolved to make the following appointments:
   a. **Member to be responsible for the Community Building and Recreation Ground**
      Cllr McClenaghan.
   b. **Member to be responsible for village street furniture inspections**
      Cllr Hargreaves.
   c. **Member to be responsible for SAM2 sign**
      Cllr McClenaghan
   d. **Member to carry out internal control checks**
      Cllr McClenaghan

10. **To approve the minutes of the Ordinary Parish Council meeting held Tuesday 17th March 2026 and Matters Arising**
    Cllr McClenaghan proposed that the minutes of 17th March 2026 should be signed as a true and accurate record of the meeting. This was seconded by Cllr Tidman, and all agreed. The minutes were duly signed by the Chairman.
    a. Item 8e Grass Cutting March £684.00 and April £684.00 – In the absence of invoices these payments have not been made yet. However, invoices have now been received and once checked for accuracy the invoices will be paid.
    b. Item 8j Great Massingham donation £200.00 – In the absence of a request, this donation has not been made yet.
    c. Item 5 – To note that the parishioner was sent information about the play equipment surveys. There were 14 completed surveys and all supportive except for 1.

11. **Finance**
    a) To receive bank account balances of the Parish Council as of 9th May 2026

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) ******23	£2,263.23
Solar Fund Account (SFA) ******26	£20,833.71
Weasenham Parish Council Savings Account (WPCSA)******36	£16,563.57
Weasenham Parish Council Reserves Account (WPCRA) ******46	£504.83

b) To receive details on income received since the last meeting

Payee	Detail	A/C	Payment type	Received
Private hire	CB hire for 29/3/26	23	BC	£5.00
Private hire	CB hire for 1/4/26	23	BC	£5.00
Breckland DC	50% Precept	23	BC	£11,209.00
Private hire	CB hire 26/4	23	BC	£20.00
Private hire	CB Hire (For dates in April & May)	23	BC	£35.00
Private hire	CB hire 6/5/26	23	BC	£5.00

c) To approve payments made prior to the meeting in line with the budget

Payee	Detail	A/C	Payment type	Total Amount Payable
Anglian Water	Water rates	23	DD	£15.57
Eon	CB electric - April	23	DD	£61.27
G Robinson	Wage & WFHA April & May	23	DD	£1,270.27
GardenChic	Picnic bench	23	BACS	£339.00

d) Transfers between accounts

From	To	Date	Amount
36	23	23/3/26	£500.00
23	36	8/5/26	£10,000.00
36	23	9/5/26	£2,000.00

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
HMRC	PAYE/NIC	23	BACS	£150.22
ECS	IT support - May	23	DD	£43.74
ECS	IT support - June	23	DD	£43.74
G Robinson	Travel	23	BACS	£21.60
Top Garden Services	Grass cutting - May	23	BACS	£684.00
Top Garden Services	Grass cutting - June	23	BACS	£684.00
Cllr McClenaghan	Printing – instantprint (Annual Report)	23	BACS	£86.99
G Robinson	Printer maint box - Printerland	23	BACS	£30.00
The Virtual Auditor	Internal Auditor	23	BACS	£180.00
Eon	Electric	23	DD	£39.90
NorfolkALC	Subscription	23	BACS	£151.24
Zurich	Insurance	23	BACS	Not available
ICO	Data Protection Subscription	23	DD	£47.00
ROSPA	Asset inspections	23	BACS	Max £120
West Norfolk Glass	Bus shelter repair	23	BACS	£206.64

Cllr Jackson proposed to agree all the above amounts. This was seconded by Cllr Tidman and all agreed.

f) **To consider net position**

The Clerk noted that the net position documents for 2026/27have not been prepared yet.

g) **To confirm payments to be made by direct debit or standing order**

Cllr McClenaghan proposed to continue making payments by direct debit for electric, ECS computers, ICO and Wave. This was seconded by Cllr Jackson and all other councillors agreed too.

h) **To confirm the continuation of payments to be made via BACS**

Cllr McClenaghan proposed to continue making payments by BACS where possible. This was seconded by Cllr Hargreaves and all other councillors agreed too.

i) **To confirm the completion of the review of effectiveness on internal controls and receive a report from the lead for internal controls audit**

Cllr McClenaghan reported that as Internal Controller, he regularly received invoices and bank statements from the Clerk to be checked for the 2025/26 records. Invoices are checked against the financial tables and the meeting minutes and against the Scribe accounting software package. Any inconsistencies or queries are raised with and addressed by the Clerk. This has been completed up until the end of February. The final month of the financial year will be checked in the coming days.

j) **To consider and approve the Financial Regulations**

Cllr McClenaghan proposed to approve the Financial Regulations. This was seconded by Cllr Jackson and all other councillors agreed with minor observations.

k) **To consider the Risk Management Policy**

Cllr McClenaghan proposed to approve the Risk Management Policy. This was seconded by Cllr Tidman and all agreed with minor observations.

l) **To consider and approve the list of assets**

Cllr McClenaghan proposed to approve the list of assets. This was seconded by Cllr Hargreaves and all other councillors agreed too.

m) **Update regarding status of the External Auditor report for 2024/25**

Cllr McClenaghan reported that the EA is way behind in its assessment of the 38 objections raised against the 2024/25 accounts. This, we understand, is simply due to volume of work and responsibility placed upon them. The assessment is a three-stage process, and he reported that we were informed on 8th May that stages 1 and 2 have now been completed. Of the 38 objections originally raised, 28 have been dismissed. The remaining 10 will now be further investigated at a cost of £355 per hour.

The Council has been asked to provide a formal response to these 10 objections. We are required to take our response to a full Council meeting for approval before submitting it to the EA. A date of 18 June was initially set by the EA for this submission. The Clerk was on leave last week and so bringing a response to this meeting was clearly not possible. The Chair will be on holiday for almost 3 weeks from the end of May to mid-June, so meeting the 18 June deadline is also not possible. Furthermore, the next Ordinary Parish Meeting is not until 21 July. We asked the EA for an extension of the deadline until 22 July and they willingly agreed. An Extraordinary Meeting could have been called to agree the response prior to the meeting on 21 July, but he was not willing to incur further expense to the Parish, that is, the Clerk's time and travel expenses, for the sake of a few weeks. We will keep you updated on progress.

Meantime, we are now embarking on the 2025/26 audit!

n) **To carry out the following AGAR related items for the financial year 2025/26**
   i. **The Annual Internal Audit is received and noted**
   It was noted that the Annual Internal Audit was conducted and a report has been received. The Clerk has duly responded throughout.
   ii. **The Annual Governance Statement (Section 1) is approved**
   The Clerk read all the Annual Governance Statements. Cllr McClenaghan proposed that all statements should have a positive response. This was seconded by Cllr Jackson and all other councillors agreed. Cllr McClenaghan signed the Annual Governance Statement.
   iii. **The Accounting Statements (Section 2) are approved**
   Cllr McClenaghan proposed that the Accounting Statements should be approved. This was seconded by Cllr Jackson and all other councillors agreed too.
   iv. **Following approval, the Chair signs the Annual Governance Statement and Accounting Statements**
   The Chairman duly signed the Annual Governance Statement and Accounting Statements.
   v. **The Chair sets the commencement date for the exercise of public rights**
   The Chair set the commencement date for the exercise of public rights as 22nd June 2026 to 31st July 2026.

12. Land and Planning
   a) Consider planning applications - None
   b) Receive planning decisions - None
   c) Consider correspondence – None

13. **To consider decisions made during the month via email/phone call to be ratified at the next council meeting**
   a) To note the purchase of a printer maintenance box for the Clerks printer at a cost of £30.00 to keep the Clerks printer working.
   b) To note the purchase of replacement glass for the bus shelter at a cost of £206.64, as the east facing upper side pane of glass had been smashed. The matter was reported to the police. The cost is less than the insurance excess, so no insurance claim will be made.

14. To discuss matters relating to the Community Building and Playing field and approve way forward
   a) Play equipment update
   As discussed in the Annual Parish Meeting earlier in the evening, the Councillors continue to work on this project. Once research is completed details will be presented to the public.

b) To consider a spend of up to £500.00 on paint and accessories for the Community Building.
£500 was budged this year for Community Building maintenance. Cllr McClenaghan proposed that over the coming months the budget of £500 is spent on paint, brushes, rollers and similar maintenance equipment to decorate and improve the Community Building. This was seconded by Cllr Jackson and all agreed.

15. To discuss matters relating to other community projects – none at time of agenda publication
None.

16. **All items of correspondence were circulated prior to the meeting. To discuss correspondence and any items requiring an action – none at time of agenda publication**
None.

17. To receive items for the next agenda

- Health and Safety policy

18. To confirm date of next meetings
Those present noted that the next Ordinary Parish Council meeting is scheduled for Tuesday 21st July 2026 at 7.00pm
The next Annual Parish Council Meeting will be held on Tuesday 18th May 2027 at 7pm

19. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admissions to Meetings Act 1960 s.1(2)
Cllr McClenaghan proposed moving into a closed session. This was seconded by Cllr Jackson and all agreed.
The public left the meeting.

a) Vexatious policy: Monitoring updates and review
Cllr McClenaghan proposed that there are grounds for the parishioner to still be deemed as vexatious. This was seconded by Cllr Hargreaves and all agreed. This status will be reviewed again in November 2026.