

ECCHINSWELL, SYDMONTON AND BISHOPS GREEN PARISH COUNCIL
 Minutes of Annual General Meeting held at Ecchinswell Village Hall
 Wednesday 13th May 2026, commencing at 19.00 hours
Present: Cllrs Stamp, Debenham, and Shadegg.
In attendance: Sarah Jones (Clerk), 2 members of the public.

Item		Action																																				
1	<p>Election of Chair and Vice Chair Cllr Stamp advised he would re-stand as Chair, he was proposed by Cllr Debenham, seconded by Cllr Shadegg and voted in unanimously. Simon Letch was present as a member of the public for co-option. He was proposed to join the council by Cllr Stamp, seconded by Cllr Shadegg and voted in unanimously. Cllr Letch was invited to join the parish council at the table. Kathy Sadler had requested to be co-opted onto the council following the election form being rejected. In her absence she was proposed by Cllr Stamp, seconded by Cllr Shadegg and co-opted onto the council. Lee Monteith had requested to be co-opted onto the council following the election form being rejected. In his absence, he was proposed by Cllr Shadegg, seconded by Cllr Debenham and co-opted onto the council.</p>																																					
2	<p>Apologies Apologies were received and accepted from Cllrs Sadler and Monteith.</p>																																					
3	<p>Declaration of acceptance of office The relevant acceptance of office forms will be distributed and signed by the Chair and Vice Chair, and Cllrs Monteith and Letch.</p>	Clerk																																				
4	<p>Minutes of the meeting held on 8th April 2026 To receive and confirm the minutes of the previous meeting held on 8th April 2026. The minutes were agreed and accepted by all and signed by the Cllr Stamp.</p>																																					
5	<p>Responsibilities of Councillors It was agreed that in light of the changes to the council, this item will be reviewed at the June meeting.</p>	Clerk																																				
6	<p>Finance Report</p> <p>a) Payments for Approval The following payments were agreed for May:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 20%;">S Jones</td> <td style="width: 60%;">Clerk's salary (April)</td> <td style="width: 20%; text-align: right;">£791.35</td> </tr> <tr> <td>D McClelland</td> <td>Litter warden – (April)</td> <td style="text-align: right;">£441.64</td> </tr> <tr> <td></td> <td>HMRC PAYE – DM, SJ</td> <td style="text-align: right;">£268.80</td> </tr> <tr> <td>S Jones</td> <td>Expenses - audit and other mileage</td> <td style="text-align: right;">£54.72</td> </tr> <tr> <td></td> <td>Meeting costs Annual Assembly catering</td> <td style="text-align: right;">£85.50</td> </tr> <tr> <td>D McClelland</td> <td>Expenses</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>John Murray</td> <td>Internal audit</td> <td style="text-align: right;">£325.00</td> </tr> <tr> <td>Zurich Insurance</td> <td>Insurance renewal</td> <td style="text-align: right;">£459.00</td> </tr> <tr> <td>Vision ICT</td> <td>Website costs</td> <td style="text-align: right;">£344.70</td> </tr> <tr> <td>Flexinet</td> <td>Website costs 25.03.26</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>Flotek</td> <td>Email 16.04.26</td> <td style="text-align: right;">£72.84</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">£2,919.55</td> </tr> </tbody> </table> <p>b) Annual Accounts Sign off The annual accounts were agreed and signed by the Chair and the Clerk.</p> <p>c) Internal audit outcome. The internal audit took place on 6th May 2026. The Internal Audit Report, Annual Governance Statement, Accounting Statement and letter from the internal auditor were all read out, agreed and signed off by the Chair.</p>	S Jones	Clerk's salary (April)	£791.35	D McClelland	Litter warden – (April)	£441.64		HMRC PAYE – DM, SJ	£268.80	S Jones	Expenses - audit and other mileage	£54.72		Meeting costs Annual Assembly catering	£85.50	D McClelland	Expenses	£40.00	John Murray	Internal audit	£325.00	Zurich Insurance	Insurance renewal	£459.00	Vision ICT	Website costs	£344.70	Flexinet	Website costs 25.03.26	£36.00	Flotek	Email 16.04.26	£72.84	Total		£2,919.55	
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7	<p>Planning</p> <p>a) Planning applications: none</p> <p>b) Decisions: none.</p>	
8	<p>New Business</p> <p>(a) Discussion took place relating to possible changes to the logo for ESBG PC. As not all Cllrs were present, any decisions were deferred until all Cllrs could be present.</p> <p>(b) Cllr Stamp was pleased to report that a new clerk has been offered, and has accepted the post. She will be starting on 1st June.</p> <p>(c) It has been reported that some residents are unhappy with the new noticeboard at EVH. Cllrs agreed it was useful to have the parish council and EVH noticeboards alongside each other and no further action is required.</p>	
10	<p>Matters to Report</p> <p>The day meetings are held will need to be changed. All parties involved will decide on the best dates then the village halls booked accordingly.</p>	
13	<p>Date of next meeting:</p> <p>Wednesday 10th June 2026 at Bishops Green Village Hall at 7.30pm. There being no further business, the meeting closed at 7.21pm.</p>	

ACTIONS:

The relevant acceptance of office forms will be distributed and signed by the Chair and Vice Chair, and Cllr Letch.