

## **Minutes of the Annual Parish Council Meeting held on Monday 11<sup>th</sup> May 2026 at 5.45pm in Hoath Village Hall.**

Present: Councillors: Imogen Morizet (Chair), Karen Johncock, Mark Wilkinson and William Hawkins. Caroline Read (Proper Officer/Parish Clerk & RFO), CCC Cllr Rachel Carnac, and nine members of the public were also present.

- 1. To elect a Chair and Vice-Chair.** Cllr Imogen Morizet was unanimously elected as Chair of the Parish Council and signed the Acceptance of Office, witnessed by the Proper Officer. Cllr Karen Johncock was unanimously elected as Vice-Chair and also signed her acceptance of office, witnessed by the Proper Officer.
- 2. Apologies.** Apologies RECEIVED and ACCEPTED from Cllr Adele Wright.
- 3. Declarations of Interest & Dispensation requests.** There were no declarations of interest to items in the agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
- 4. Minutes of the Last Meeting.** Councillors unanimously RESOLVED to agree the minutes of the previous meeting held on Monday 13<sup>th</sup> April 2026, were a true record and were signed by Cllr Morizet (Chair).
- 5. The meeting was adjourned to allow representations from members of the public:**
  - Representations included questions regarding how to make comment on the local plan, and an introduction from the new landowner at Three Acres (CA/26/00161).
- 6. KCC & CCC Report:** CCC Cllr Rachel Carnac provided her monthly update.
- 7. The meeting was reconvened to complete business items on the agenda.**
- 8. Planning:**
  - There were no new Planning Applications to consider:
  - Councillors NOTED that CCC had issued an enforcement notice to the owner of Three Acres (CA/26/00161).
- 9. Open Spaces:**
  - Councillors DEFERRED the agenda item to CONSIDER three quotes for the low-level post and rail fencing to protect the bulbs/plants at the Village Green boundaries and AGREE to install.
- 10. Allotments:**
  - Councillors NOTED that the Allotment Association has agreed to meet at a mutually convenient date and time. Action: Clerk to arrange.

Chair Initials: .....

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**11. Governance and Policies:**

- Councillors CONSIDERED and ADOPTED the General Power of Competence Report.

**12. Finance:**

- Councillors REVIEWED and RESOLVED the Earmarked Reserves as recommended by the internal auditor. Action: Clerk to update the policy and publish.
- Councillors NOTED the following payments for April 2026:
 

○ Clerk Salary/Expenses/Pension	-
○ Cllr M Wilkinson (Refund of course fees)	£16.00
○ KALC subscription	£315.83
○ SMS CIS Payroll Charges – Quarter 1	£36.00
○ SMS CIS Payroll Charges – Quarter 2	£36.00
○ HMRC PAYE charges	£385.83
○ Bank Charges	£7.00
- Councillors NOTED the following receipts for April 2026:
 

○ Precept FY 2026/27	£11,500.00
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- Councillors received the bank statements and accompanying invoices/receipts, and Cllr Hawkins completed the Unity Bank Reconciliations to 30<sup>th</sup> April 2026.
- Councillors NOTED the current cashbook and Unity Trust plc bank balances as of 30<sup>th</sup> April 2026 to be: Current Acc: £12,456.32 Reserve Acc: £23,836.29  
Total: £36,292.61
- Councillors NOTED and AGREED the CIL recovery action requested by CCC (£2,765.73).
- Councillors CONSIDERED and RESOLVED to APPROVE the following payments:
 

○ Clerk May 2026 Salary/Pension/WFH	-
○ PCC – Rent of Parish Acre (Allotments)	£275.00
○ CCC – repayment of CIL	£2,765.73
○ Parish Council Website – Hosting/Support	£350.64
○ Mrs D O’Brien – Internal Auditor	£160.00
○ Easy PC Accounts – Subscription	£84.00
○ Bank Charges	£7.00
- Councillors CONSIDERED and RESOLVED to make a £100 donation to Wildwood Trust.

**13. Annual Governance & Accountability Return 2025/26 (AGAR) - Internal Auditor’s Report.**

Members were advised that the Clerk received notification from the Internal Auditor on 24<sup>th</sup> April 2026, that all is in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in “Governance and Accountability for Local Councils in England & Wales: A Practitioners’ Guide”. Her report is detailed on page 4 of the Annual Governance and Accountability Return (AGAR), and members reviewed this, noting the overall standard of management and governance processes is excellent.

Chair Initials: .....

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- 14. Annual Governance Statement (Section 1).** Members REVIEWED and COMPLETED the Annual Governance Statement 2025/26 (page 5 of the AGAR). Chair signed and dated.
- 15. Annual Accounting Statements (Section 2).** Members REVIEWED and APPROVED the Accounting Statements 2025/26 (page 6 of the AGAR). Chair signed and dated.
- 16. Certificate of Exemption.** Members REVIEWED and APPROVED the Certificate of Exemption for smaller authorities under £25,000 turnover (Page 3 of the AGAR). Chair and Responsible Financial Officer signed and dated.
- 17. Explanation of Variances and Bank Reconciliation 2025/26.** Members REVIEWED and APPROVED the explanation of variances and bank reconciliation.
- 18. Exercise of Public Rights.** Members RESOLVED the dates of the period for the exercise of public rights as commencing Wednesday 17<sup>th</sup> June 2026 until Tuesday 28<sup>th</sup> July 2026. Date of announcement to be Tuesday 16<sup>th</sup> June 2026, where the website and notice board are to be updated.
- 19. Report of the Clerk and RFO:**
- Councillors NOTED the Clerks Report and correspondence received.
- 20. Date of the next Meeting:** Councillors CONSIDERED and RESOLVED that the date of the next meeting would be at 5.45pm on Monday 8<sup>th</sup> June 2026.
- 21. End.** The meeting ended at 6.47pm

Caroline Read  
 Parish Clerk and Responsible Financial Officer  
 Hoath Parish Council  
[clerk@hoathparishcouncil.gov.uk](mailto:clerk@hoathparishcouncil.gov.uk)

Signed as a true record (Chair) \_\_\_\_\_ Date: \_\_\_\_\_

Chair Initials: .....

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