



PARSON DROVE PARISH COUNCIL

You are summoned to attend the Annual Meeting of Parson Drove Parish Council which will be held on **Wednesday 13th May 2026** starting immediately after the Parish Assembly at **Parson Drove Village Hall, Main Road, Parson Drove** to which your attendance is required.

TO ALL MEMBERS OF PARSON DROVE PARISH COUNCIL:

Gavin Booth (Chairman), Peter Spriggs, Pam Williams,
Paul Unwin, Richard Fowler & Yvonne Reader.

Sarah Bligh (Mrs)
Clerk to the Council

Friday 8th May 2026

AGENDA

107/26. Election of Chairman & Vice Chairman

- (a) For Council to elect a Chairman for the municipal year 2026-2027.
- (b) For Council to elect a Vice-Chairman for the municipal year 2026-2027
- (b) To receive elected Chairman & Vice Chairman Declaration of Acceptance of Office.

108/26. To agree apologies for absence

109/26. To consider any requests by Councillors for dispensation

110/26. To receive Members Declarations of Interest

111/26. **Open Forum** – Public participation. Agenda item time limited to 15 minutes.
To allow up to 3 minutes for each member of the public who wishes to address the Council.

112/26. To agree the minutes of the meeting dated 8th April 2026.

113/26. Matters arising from previous minutes not covered on the agenda (for information only)

114/26. To receive the District Councillors Reports

115/26. To receive the County Councillor Report

116/26. Highways Matters

- (a) To report any new street lighting issues
- (b) To report any Highways Issues to be raised by Councillors

117/26. Planning Applications – Decision Updates: Nil

118/26. Planning Applications – For Comment:

(a)	F/YR26/0307/F	Erect a conservatory to the rear of existing dwelling at April Cottage 28 Main Road Parson Drove Wisbech Cambridgeshire PE13 4JA	Applicant: Mr G Shirley Agent: Anglian Home Improvements
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119/26. Finance Matters

- (a) To receive the Finance & Budget Report for 2026/2027 to date.
- (b) To receive the Internal Audit Report to 31 March 2026 and reappointment of Internal Auditors
- (c) Approval of end of year accounts following the completion of Internal Audit
- (d) To complete and approve Section 1 of the Annual Governance Statement 2025/2026
- (e) To approve the completed Section 2 Accounting Statements for 2025/2026

120/26. **Finance Matters** - To agree the outstanding payments of the Council:

Item	Description	Total Amount	Power to Spend	VAT Element
(a)	Clerks April Salary	£952.59	LG Act 1972 S112	£0.00
(b)	Clerks April Expenses – Working from Home Allowance	£30.00	LG Act 1972 S112	£0.00
(c)	HMRC Tax & NI for Month 2	£84.48	LG Act 1972 S112	£0.00
(d)	NEST Pensions for Month 2 (D/D)	£62.12	LG Act 1972 S112	£0.00
(e)	Eon Next –Energy for the Cage (D/D)	£28.86	Parish Councils Act 1957 S3	£1.37
(f)	Unity Bank April Acc Fee (Standing Order)	£7.00	LG Act 1972 S111	£0.00
(g)	Santander March Acc Fee (Standing Order)	£4.99	LG Act 1972 S111	£0.00
(h)	Santander April Acc Fee (Standing Order)	£4.99	LG Act 1972 S111	£0.00
(i)	WSM Parish Council – Parish Post Contribution	£1000.00	LG Act 1972 S142	£0.00
(j)	BT Payphones – Kiosk Adoption	£1.00	Public Health Act 1936 S234	£0.00
(k)	RoSPA Play Safety Ltd – Annual Inspections	£298.80	Public Health Act 1875 S164	£49.80
(l)	North Level IDB – Drainage Rates 2026/27	£244.27	Public Health Act 1936 S260	£0.00
(m)	A&R Grounds Keeping – Bin/Bench Cleaning	£265.00	LG Act 1972 S111	£0.00
(n)	Zurich Municipal Insurance Renewal	£1272.04	LG Act 1972 S111	£0.00
(o)	Auditing Solutions Ltd – IA 2025/26	£450.00	Accounts & Audit Regulations 1996	£75.00
(p)	North Level IDB – Permissive Walkway	£25.00	Public Health Act 1875 S164	£0.00

121/26. **Finance Matters** – To ratify payments made:

(a)	Tesco Mobile (Direct Debit)	£9.50	LG Act 1972 S111	£0.00
(b)	Tamar IT – Microsoft 365 (Direct Debit)	£11.38	LG Act 1972 S111	£1.90
(c)	Tamar IT – SentinelOne Laptop Security (D/D)	£4.74	LG Act 1972 S111	£0.79
(d)	Unity Bank March Acc Fee (Standing Order)	£7.00	LG Act 1972 S111	£0.00
(e)	James Pest Control – Moles on Village Green	£65.00	Open Spaces Act 1906 S15	£0.00

122/26. **Finance Matters – Grant Applications**

- (a) Section 137 Applications - Nil
- (b) Wrydecroft Small Grants Programme
 - I. Murrow Book Café – Upkeep and Running Costs £100.00

123/26. **Correspondence**

- (a) To receive an update regarding the clothing bank on the Village Green
- (b) To consider donation of an Apple Tree for the Community Orchard from Murrow Street Pride
- (c) To discuss complaint received regarding excessive green waste burning on allotments.

124/26. **Insurance Risk Assessment & Renewal**

For Councillors to consider adequate insurance cover prior to renewal.

125/26. For Councillors to receive the **RoSPA Play Safety Annual Inspection Reports**

- (a) The Pond, Main Road
- (b) The Swings, Village Green

126/26. For Councillors to review and adopt **Model Publication Scheme 2026**.

127/26. For Councillors to review and the Chairman to countersign **‘Agreement for the Sale and Purchase of Telephone Kiosk to a Parish Council’**

128/26. For Councillors to discuss contribution amount for **Parish Post Newsletter**.

129/26. **Assets & Maintenance**

- (a) To discuss restoration of the Information Board beside the Cage
- (b) To receive an update on Tree Works
- (c) To receive an update on the Permissive Walkway
- (d) To receive an update on the Community Orchard and discuss rabbit control at the Garden Allotments

- (e) To receive an update on the MVAS purchase
- (f) To consider quotes received for three village lifebuoys
- (g) To consider quotes received for Clerks laptop replacement

130/26. The Cage Maintenance

- (a) To receive an update regarding structural investigation

131/26. To receive the Amenities 95 Management Committee Report

132/26. To collate agenda items for the next meeting

133/26. Date of Next Meeting

Wednesday 10th June 2026

7:00pm

Parson Drove Village Hall, Main Road, Parson Drove



The Public and Press are welcome to attend meetings of the Parish Council

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