Great & Little Chishill Parish Council
Minutes 22nd May 2026

Present: Simon Dring, Charles Hall, John Ridge
Minutes: A Lorenz, Parish Clerk

Start time: 19.30
Meeting ended: 21.00

Part 1 – Annual Meeting of the Council

1 Election of new Chair

The outgoing Chair, Cllr John Ridge, presided over this item. Cllr Charles Hall was elected as the new Chair of the parish Council for the ensuing municipal year and signed a declaration of acceptance as Chair of the Parish Council.

2 Acceptance of Office and Declaration of Business

The Clerk confirmed that Cllr Simon Dring, Cllr Charles Hall and Cllr John Ridge have accepted election as members of the Parish Council and had signed the Acceptance of Office forms in the presence of the Clerk. No conflicts of business interests were declared at the Annual meeting of the Council.

3 Apologies for absence

None received; all members of the Council were present.

4 Election of the Vice-Chair of the Parish Council

Cllr Simon Dring was re-elected as Vice-Chair of the Parish Council.

5 Co-option to the Parish Council

Cllr Dring has identified two local electors who are willing to be co-opted; Cllr Ridge reported a resident of Little Chishill is also willing to be co-opted.

Actions agreed:

- The Clerk is to send the new Expression of Interest form to Cllr Dring and Cllr Ridge for forwarding to those candidates who have not yet received it.
- Formal co-option of these three electors will be on the agenda of the June PC meeting (with acceptance of co-option forms to be signed during the meeting).

6 Review of financial controls and auditor arrangements

The meeting discussed the current arrangements with Barclays. The Clerk also reported on the timeline for the audit visit by CAPALC and suggested re-appointing them as internal auditor, provided the audit is constructive and good value.

Resolved:

- Change of signatories on the PC's two bank accounts: Cllr Ridge to be removed, Cllr Hall to be added as a signatory. The Clerk will set the process in motion with Barclays.

- Appointment of internal auditor for 2026-27: to be deferred until Clerk has reported back on the audit experience and the cost of the audit.

7 Financial end-of year report

The Clerk reported on the financial reserves held by the end of the year.

8 Procedure of grant application(s) to the Parish Council

The Clerk presented a draft form for formalising small grant applications to the Parish Council (instead of a mix of standing grants and one-off grants). The meeting accepted the draft and discussed whether community groups applying for funding should be asked to fill it in just once or annually.

Resolved:

- The Clerk will make the form available to local community groups via the Parish Council website and also send it to community group representatives.
- The application form is to be filled in annually.

19 Review of inventory, land and asset registers

The meeting agreed that the number of assets remains unchanged. It was felt, however, that values/ purchase prices in the legacy register may not map well onto the itemisation in the current insurance package. The meeting also discussed the complex history of how the Playing Field came into the stewardship of the Parish Council.

Resolved:

- The Clerk will report back on the legal status of the Playing Field and legal obligations attached to it to the Parish Council.
- The Clerk is to clarify which of the assets may be listed.

10 Confirmation of insurance cover

The Parish Council has taken out insurance cover with Hiscox (public liability, asset insurance). The Clerk confirmed the annual insurance cycle runs from 1st October to 30th September on automatic renewal.

Resolved:

- The Parish Council agreed to conduct a rolling review of asset values and the current insurance arrangement, led by Cllr Dring with Clerk's assistance. To be completed before the end of September.

11 Review of contractors and service arrangements

The Parish Council currently engages one contractor each for verge cutting and general maintenance connected to the Playing Field and Village Hall. The Clerk suggested that these legacy contractors be offered a formal annual contract and presented a contract template. The meeting requested some amendments to the template.

Resolved:

- The Clerk is to engage with the contractors and ask them to fill in the revised contract form.

12 Review of standing orders and financial regulations

The meeting spent some time discussing the legacy policy document and how best to bring standing orders and financial regulations in line with current legislation.

Resolved:

- The Parish Council will adopt new model standing orders and financial regulations as a matter of priority.

13 Review of Parish Council policies

The meeting discussed how many additional policies could be needed for a complete suite in line with other parish councils and how best to manage future reviews and amendments. The Clerk presented a draft donation policy as a first step towards policy updates.

Resolved:

- The Parish Council will review the draft policies first introduced in the meeting on 26th March 2026 on a rolling basis. The aim is to have a full suite of appropriate policies within 3-4 months. A new risk management policy is a priority.
- The Parish Council adopted the new donation policy.

14 IT arrangements

Cllr Dring has succeeded in transferring the temporarily suspended Google Workspace subscription from the previous reseller to Google. Email and GDrive are now in Council admin control and can be transferred to another reseller as appropriate. The meeting also discussed backup measures to avoid similar loss of access to data re-occurring.

Resolved:

- The Clerk is to action quarterly file downloads (USB stick) and keep this in a safe place.
- Cllr Dring will archive legacy emails and close accounts of former councillors as appropriate.

Part 2 – Monthly Parish Council Meeting

1 To receive any declaration of pecuniary and non-pecuniary interest of councillors

None received.

2 Public participation

No members of the public were present.

3 Approval of the minutes of the April 2026 Parish Council meeting

The minutes of the meeting on 16th April 2026 were approved by the meeting and signed by the Chair.

4 Finance Sheet for April

The finance sheet for April was presented and initialled. Due to the temporary IT outage, no invoices were received and acted upon in April.

5 Questions on District and County Councillors' reports (if received)

No new reports were received for this meeting.

6 To receive notices for the June 2026 Parish Council meeting

1. Formal co-option of additional members of the Council.
2. Matters recently raised by parishioners:
    a. safeguarding, correspondence from Amanda Crissal;
    b. nuisance caused by overhanging tree, correspondence from Clarice Wahlich.

3. First tranche of new policies for adoption.
4. Management of Parish Council social media presence.
5. Grant requests from Village Hall Committee, Kurling Club.
6. Update on planning enforcement issues in the parish.

These minutes have been approved as a true account of the Parish Council meeting held on 22nd May 2026.

Signature: Date:

Charles Hall, Chair of the Parish Council