

Etton Parish Council

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To All Members of the Council:

You are hereby summoned to attend the **Annual Meeting of Etton Parish Council** to be held on **Wednesday 27th May 2026** at 7.00pm, at The Golden Pheasant, Main Road, Etton, Peterborough, PE6 9DA.

Members of the public and the press are welcome to attend.



Elinor Beesley, Clerk.

AGENDA

ATTENDANCE

26.45 ELECTIONS AND DECLARATION OF OFFICE:

- 45.1 To elect the Chair for the year 2026/27; Elected Chair to sign the Declaration of Acceptance of Office.
- 45.2 To elect the Vice-Chair for the year 2026/27; Elected Vice-Chair to sign the Declaration of Acceptance of Office.

26.46 PUBLIC FORUM: Members of the public may comment on any item of business on the Agenda; Standing Orders permit a total of 15 minutes for this item.

26.47 APOLOGIES FOR ABSENCE: To receive and approve apologies for absence.

26.48 DECLARATIONS OF INTEREST: To receive declarations of interest and to consider any written requests for dispensations for disclosable pecuniary interests in items on the Agenda.

26.49 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING, held on Wednesday 22nd April 2026.

26.50 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS.

26.51 COUNCILLOR VACANCIES: To consider applications for co-option to fill one vacancy on the Council.

26.52 COUNCILLOR RESPONSIBILITIES:

- 52.1 To confirm the portfolio of responsibilities for the year 2026/27, or to confirm that all members will share responsibility equally.
- 52.2 To agree the asset inspection schedule and responsible Councillors.

26.53 APPOINTMENT TO AND LIAISON WITH OUTSIDE BODIES: To agree the Parish Council representative to liaise with or represent the Council on:

- 53.1 St Stephens Church
- 53.2 Langdyke Countryside Trust
- 53.3 Tarmac Quarry Liaison Group
- 53.4 Anglian Water

26.54 REGULATORY DOCUMENTS: To re-adopt:

- 54.1 Standing Orders

- 54.2 Financial Regulations
- 54.3 Code of Conduct
- 54.4 Risk Management Policy

26.55 ASSET REGISTER AND INSURANCE COVER:

- 55.1 To review the current Asset Register for insurance purposes.

26.56 ANNUAL GOVERNANCE:

- 56.1 To note Internal Audit Report 2025/26.
- 56.2 To approve the Certificate of Exemption for the AGAR 2025/26; the Chair and Clerk to sign.
- 56.3 To approve the Annual Governance Statement for the AGAR 2025/26; the Chair and Clerk to sign as a true record.
- 56.4 To approve the Accounting Statements for the AGAR 2025/26; the Chair to sign as a true record.
- 56.5 To note the Bank Reconciliation at 31st March 2026, to accompany the AGAR 2025/26.
- 56.6 To note the Explanation of Variances, to accompany the AGAR 2025/26.
- 56.7 To confirm the dates for the Period for the Exercise of Public Rights for 2025/26 as Wednesday 3rd June 2026 to Tuesday 14th July 2026.

26.57 GOVERNANCE:

- 57.1 To note payments made under delegated powers: None at the date of publication.
- 57.2 To consider and approve changes to the bank mandate.

26.58 PLANNING:

- 58.1 To note planning applications and decisions received after the publication of the Agenda.

26.59 VILLAGE AMENITIES, MAINTENANCE AND BIODIVERSITY:

- 59.1 To review outstanding maintenance and Councillors' actions.
- 59.2 To receive an update on the Anglian Water Grantham to Bexwell pipeline works in the Parish, and to discuss any impact of the works on the Parish and to agree any Council action.
- 59.3 To review progress on the carving of the village sign.

26.60 COMMUNITY AND EVENTS:

- 60.1 To receive an update on the Council hosted Adult First Aid Awareness class.
- 60.2 To note that the Adult First Aid Class, run by Mini First Aid, has been confirmed as Tuesday 23rd June 2026, at 6.00pm to 8.00pm at The Golden Pheasant.

26.61 FINANCE:

- 61.1 To approve the Schedule of Regular Payments to suppliers for the year 2026/27.
- 61.2 To approve receipts and payments according to the attached schedule.
- 61.3 To approve Financial Reports for one month to 30th April 2026.
- 61.4 To approve the Chair's allowance for year 2026/27 in the sum of £20.00.
- 61.5 To consider and approve a reimbursement to Cllr Watson for the purchase of plants for the village planters in a sum to be confirmed.
- 61.6 To note the unspent sum of the Cambridgeshire and Peterborough Fund of Nature Grant will be returned as per the terms and conditions of the grant and resolution of Council (minute 26.32.4).
- 61.7 To approve the payment to Internal Auditor Joanne Stephens in the sum of £65.00 for the Internal Audit 2025/26.
- 61.8 To consider the replacement of the underground electrical cable that powers the village Christmas tree lights.

26.62 REPORTS FROM COUNCILLORS AND CLERK:

- 62.1 To receive reports from Councillors.
- 62.2 To receive a report from the Clerk on items not covered elsewhere on the Agenda.
- 62.3 External meetings, conferences and training – to note upcoming dates, agree Council representation and receive reports: None at the date of publication.

26.63 CORRESPONDENCE RECEIVED:

- 63.1 To note correspondence from Peakirk Parish Council regarding the FutureNow Project being run by PECT.
- 63.2 To note correspondence received after the publication of the Agenda.

26.64 NEXT MEETING: To confirm the date of the next Council Meeting as Wednesday 22nd July 2026.

Abbreviations used in this Agenda:

PECT – Peterborough Environment City Trust

PCC – Peterborough City Council

Schedule of Receipts and Payments (26.61.2)

Items marked * were paid prior to the meeting as a statutory obligation or under delegated powers, with the relevant Minute shown against the item. No VAT is charged on receipts. VAT on payments is reclaimed annually at year end where the total VAT reclaim exceeds £100.00. Where no VAT is indicated, it was not charged by the supplier.

Receipts:

- a) TSB: Interest (10th May 2026), £2.53
- b) HMRC: VAT refund (1st April 2024 to 31st March 2026), £172.56
- c) PCC: First instalment of parish precept, £1,457.98
- d) PCC: Second instalment of parish precept, £1,457.97

Payments:

- e) Cloud Next Ltd: Domain name renewal (20th March 2026), £60.00 incl. VAT*
- f) Milton (Peterborough) Estates Company (Milton): Village Christmas tree 2025 (23rd March 2026), £132.00 incl. VAT*
- g) Staff Salary: Basic (April 2026), £100.00 (standing order)*
- h) Staff Salary: Adjustment (April 2026), £86.78
- i) HMRC: PAYE (April 2026), £42.95
- j) Information Commissioner's Office: Data Protection Fee (7th May 2026), £47.00