

NEWLAND PARISH COUNCIL

Minutes of the Annual meeting of Newland Parish Council meeting held at The Beauchamp Community at 7.00pm on Tuesday 19th May 2026.

Present: Cllrs H Jeavons, J Tinklin, D Filer, F Victory, S Patterson.

In attendance: J Barker (Clerk)

01/26 Election of Parish Council Chair for 2026/27.

Cllr H Jeavons was elected chair and signed the declaration of acceptance of office. (JT, DF)

02/26 Election of Parish Council Vice-Chair for 2026/27

Cllr Sabin was elected vice-chair. (HJ, DF)

03/26 To receive and consider apologies for absence.

Cllrs T Sabin and C Hegenbarth.

04/26 a) Declarations of Disclosable Pecuniary Interests and Other Disclosable Interests in items on the agenda – None

b) Notification of any changes to the Register of Interests – None

c) To consider any written requests for dispensations for disclosable pecuniary interests – None.

05.26 Public Forum - Not required.

06/26 Reports from representatives of other bodies.

Cllr F Victory gave a brief update on news from Malvern Hills District Council. County Cllr C McSweeney had given his report to the annual parish meeting held prior to this meeting.

07/26 To approve the minutes of the Parish Council meetings held 17th March and 21st March.

Approved and signed.

08/26 Updates on matters arising in the previous minutes (not otherwise listed on the agenda)

- Replacement of bus shelters on Worcester Road. The contractor has confirmed that the new shelters will be fitted on 29th – 30th May. Cllr Hegenbarth had confirmed he will be available to meet the contractor when he arrives on site.

09/26 Planning

a) Applications received.

Application Ref	Location	Proposal	Recommendation
M/26/00497/HP	Valentines, Stocks Lane, Newland, WR13 5AZ	Single-storey garage/garden room to the rear of the existing property	No objection.

b) Decisions received – None

10/26 Policies and Documentation review

- 1) To review Standing Orders (2018 v2 amended 2022, approved 17/03/24)
Reviewed and approved (SP, JT)
- 2) To review Financial Regulations (2024, approved 16/07/24)
Reviewed and approved (SP, JT)
- 3) To review and approve the Parish Council Risk Assessment plan for 2026/27
Reviewed and approved (SP, JT)
- 4) To review and approve Parish Council Insurance cover for 2026/27
Insurance cover by Zurich Municipal reviewed and approved. (SP, JT)

11/26 To discuss clerks' hours and pay rate.
Following discussion it was agreed that the clerk's contracted hours should remain at 5 per week but that overtime should be paid, including the overtime that had been accrued as a result of numerous issues over the past year – issues relating bus shelter arson, insurance claim and shelter replacement, banking issues, transfer to gov.uk domain and new email addresses, new website etc). The issue of pay rate was carried forward to be discussed at a future meeting.

12/26 Finance

- 1) To receive the draft accounts for 2025/26
Reviewed and approved (HJ, DF)
- 2) To receive and note the Annual Internal Audit report 2025/26 - Reviewed and approved (HJ, DF)
- 3) To approve and sign AGAR section 1 – Annual Governance Report - Approved (FV, DF) and signed.
- 4) To approve and sign AGAR section 2 – Accounting statements 2025/26 - Approved (FV, DF) and signed.
- 5) To approve and sign the Certificate of Exemption 2025/26 - Approved (FV, DF) and signed.
- 6) To appoint Duffy Regan as internal auditors for 2026/27 - Approved unanimously.
- 7) To confirm authorised bank signatories
Lloyds Bank – Cllrs Jeavons, Hegenbarth and Sabin
Unity Bank – Cllrs Jeavons, Sabin, Hegenbarth (cheques only) and Tinklin. J Barker (clerk) to administer.
The Lloyds Bank account will be closed once the transfer of all parish council business to the Unity Account has been completed.
- 8) To review the parish council asset register.
Reviewed and approved.
- 9) To note and approve the schedule of accounts payable. (inc VAT where applicable)

Staff costs (& reimbursed expenses) - March	£344.85
Staff costs (& reimbursed expenses) - April	£334.51
Andrew Baker (The Shed man) – deposit shelter 1	£3750.00
Andrew Baker (The Shed man) – deposit shelter 2	£3750.00
Zurich Municipal Insurance 2026/27	£241.00
Worcestershire CALC	£275.31
Duffy Regan – internal audit	£60.00

Noted and approved (HJ, FV)

13/26 Other reports and items for future consideration
Cllr Patterson resigned from the parish council and as the parish council representative to the Madresfield Relief in Need charity. Cllr Patterson had served on the parish council for 20 years and the chair thanked him on behalf of the council for his long and valued service. A replacement representative to the Madresfield Charity will be formally appointed at the next meeting. Cllr Filer also resigned and on behalf of the council the chair thanked him for the contribution he had made since joining the council.

14/26 Date of next scheduled meeting – 21st July 2026

Signed

Date