

Claybrooke Magna Parish Council



Minutes of Annual Parish Council Meeting held on Thursday 21st May 2026 at 7pm

Minutes

- 1. Election of Chair to the Council**

The current chair, Roger Kimberley (RK), stood down from his position.
Roger Kimberley (RK) was proposed for Chair by Mike Lenihan (ML), seconded by Rob Deacon(RD) . It was agreed unanimously. **Resolved.** RK was duly elected.
The Acceptance of Office form to was signed.
- 2. Election of Vice- Chairman to the Council**

The current vice-chair, Sarah Herald, stood down from her position.
Sarah Herald (SH) was proposed for Vice-Chair by RD seconded by Roger Kimberley (RK). It was agreed unanimously. **Resolved.** SH was duly elected.
The Acceptance of Office form was signed.
- 3. Members Present:**

Cllr Roger Kimberley (RK) chair, Cllr Jo-Ann Allcoat (JA), Cllr Sarah Herald (SH)vice-chair, Cllr R Deacon (RD), Cllr Mike Lenihan (ML), and Patricia Nunn (PN), Parish Clerk.
Residents present x 2.
- 4. To receive any apologies for absence**

No apologies were received.
- 5. To review the Asset Register 2026/27**

This was sent to Cllrs to review before the meeting. There had not been any changes to the register over the previous year. The 2025/26 register was proposed by ML, seconded by SH, and **accepted** unanimously. **Resolved.**
- 6. To review of Code of Conduct/ Financial Regulations/ Standing orders/Risk assessment and other Policies**

The Financial Regulations and Standing Orders have been recently amended with minor changes by LRALC/NALC and these were discussed with the Cllrs. No other changes have been made.
It was proposed by RD, seconded by JA, that all are accepted. Agreed unanimously. **Resolved.**
- 7. To review annual Insurance Cover**

The PC have insurance cover on a 5 year package until 2026, to achieve a discount and will be renewed on 1st June 2025. The amount has increased slightly year on year to cover cost of inflation.
- 9. To receive and note Committee and Outside Bodies' reports**
 - i) Magna Park Liaison Group**

The Group was formed to enable the local community to raise concerns and issues about the development. A verbal report was given by JA.
 - ii) Village Hall Committee**

A written annual report was sent to Cllrs before the meeting and delivered by ML at the meeting. All contents were noted.
 - iii) Joint Burial Committee**

A verbal report was given by SH.
 - iv) Marc Smith Charity**

This offers education grants for the community. The annual report was delivered by JA and the contents noted.

v) Alderman Newton Charity

This offers education grants for the community. The annual report was delivered by Mr B Fowler and the contents noted.

10. To elect Parish Council representative to above Committees and outside bodies

Marc Smith – JA was proposed by SH, seconded by RD, Agreed unanimously. **Resolved.**

Alderman Newton – Brian Fowler was proposed by JA, seconded by ML, Agreed unanimously.

Resolved.

Joint Burial Committee – SH was proposed by RD, seconded by JA, Agreed unanimously. **Resolved.**

Magna Park Liaison Group – JA was proposed by SH, seconded by RD, Agreed unanimously. **Resolved**

Village Hall Committee - ML was proposed by RK, seconded by JRD, Agreed unanimously. **Resolved**

11. To receive the dates for Parish Council meetings for the next year

These were agreed at the meeting. The next Annual Parish Council meeting will be on Thursday 9th May 2024.

12. Any Other Business

There was not any other business

The date of the next Annual Parish Council meeting will be on Thursday 7th May 2026 in the village hall at 7pm.

The meeting ended at 1935.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 8th May 2025, and circulated to all members, be signed as a correct record.

Signature:..... (Chairman)

Name:.....

Date:..... 3rd July 2025.....