

LITTLETON AND HARESTOCK PARISH COUNCIL

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Parish Office
The Hall Way, Littleton
SO22 6QL

Dear Councillors,

You are summoned to attend the next meeting of the Parish Council, which will **be the Annual Parish Council Meeting**, to be held at the **Littleton Memorial Hall** on **Monday, 11th May 2026**.

This meeting will follow directly after the Annual Parish Meeting (Parish Assembly), which commences at **7:00 pm**. The Annual Parish Council Meeting will therefore provisionally begin at **8:00 pm**.

Members of the public are welcome to attend. Anyone who wishes to speak in the public participation section of the meeting should give notice to the clerk at clerk@lhpc.org.uk or 07785 393531 by 12:30 pm on Monday, 11th May 2026.

Signed: *Lisa Fielding* – 6th May 2026

AGENDA

1. **Election of Chair.**
2. **Election of Vice-Chair.**
3. **To receive the Declaration of Acceptance of Office from the Chair and Vice-Chair.**
4. **Apologies:** To receive apologies and approve reasons for absence.
5. **Disclosure of Interest:** To receive any disclosures of interest from Members in matters to be discussed.
6. **Public Participation.**
7. **Minutes of previous meetings.**
 - a. To approve and sign the minutes of the meeting on 13th April 2026.
 - b. To review open actions.
8. **Policies and Other Documentation.**
 - a. To consider and approve the LHPC Standing Orders.
 - b. To consider and approve the LHPC Financial Regulations.
 - c. To consider and approve the LHPC Delegation Schedule.
 - d. To consider and approve the LHPC Investment Strategy.
 - e. To consider and approve the LHPC Statement of Internal Control.
9. **Committees, Working Groups and Parish Council Responsibilities.**
 - a. To approve the terms of reference for the LHPC Finance and General Purposes Committee.
 - b. To review Councillor roles described in the LHPC Responsibilities Matrix and revise as necessary.
10. **Planning.**
 - a. New Applications – to agree the Parish Council's response.
 - b. Existing Applications – to review status.
 - c. Enforcements – to review enforcement matters.
11. **Finance and Staffing.**
 - a. To endorse the latest payments list.

- b. To approve payments of new invoices.
- c. To approve the regular payments schedule for 2026-2027.
- d. To review the council's bank signatories and revise as necessary.
- e. To note the minutes of the recent Finance and General Purposes Committee meeting.
- f. To consider a recommendation from the Finance and General Purposes Committee to increase the Clerk's salary spinal point by one to 29
- g. To consider a recommendation from the Finance and General Purposes Committee to transfer £5,000 from the Parish Development Reserve to the Flooding Resilience Reserve
- h. To consider a recommendation from the Finance and General Purposes Committee not to pursue the internal auditors advice to introduce a de minimis threshold for the asset register
- i. To receive an update from the Working Group on succession planning and workload management.

12. Internal Audit and Annual Governance and Accountability Return

- a. To consider any conflicts of interest with BDO LLP (external auditors) and update the Conflict of Interest Form appropriately.
- b. To approve the Annual Accounts for 2025-2026.
- c. To receive the Internal Audit report.
- d. To approve the Annual Governance Statement for 2025-2026.
- e. To approve the Annual Accounting Statement for 2025-2026.

13. Items for noting only, or inclusion on the next meeting's agenda.

14. Date of next meeting – 8th June 2026, 7 pm. Henry Beaufort Media Suite, Harestock.