Hooe Parish Council

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Minutes of the Annual Meeting of the Parish Council on Monday 11th May 2026 at 7pm at the Village Hall

Attendees: Cllrs Carey (DC), Manlow (JM), Siddall-Ward (NSW), Loyd (AL), Crittell (KC), Fuller (JF), Thorpe (AT)

In attendance: Jackie Scarff – Clerk (Proper Officer/RFO)
Approx 12 members of the public (MOP)

Public attendance and questions in accordance with Standing Orders

There were no questions.

Close of public participation.

Members of the public are welcome to stay and observe the meeting.

Business To Be Transacted

1. To receive nominations for the election of the Chair of the parish Council for the year.

   Resolved: After being duly proposed and seconded, all Cllrs voted in favour of JM being Chair for the forthcoming year.

2. To receive nominations for the election of the Vice Chair of the Council for the year.

   Resolved: After being duly proposed and seconded, all Cllrs voted in favour of NSW being Vice Chair for the forthcoming year.

3. To receive delivery by the Chair and Vice Chair of the Council their acceptance of office forms.
   Resolved: The forms would be signed at a later date.

4. To receive apologies and reasons for absence in accordance with the Local Government Act 1972 s85 (1)
   There were no apologies.
   i. To consider accepting apologies. – Not required.

5. Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.
   i. To receive any disclosures, from members, of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the code of members conduct.
   ii. Disclosable pecuniary interests
   iii. Other interests (non-pecuniary)
   iv. To consider granting any requests for dispensation

   NB: Any changes to register of interests should be notified to the clerk.

6. To consider approval the minutes of the Full Council Meeting held on 20 April 2026 as a true record to be signed by the Chair.
   Resolved: the minutes of the Full Council Meeting held on 20th April 2026 were approved as a true record and signed by the chair.

7. In accordance with Standing Order 5jviii to receive for adoption the Standing Orders, Financial Regulations.
   Resolved: The Standing Orders and Financial Regulations were adopted as presented.

8. In accordance with Standing Orders 5jiv to agree the council's Scheme of Delegation
   Resolved: The Councils Scheme of Delegation was adopted as presented.

9. In accordance with Standing Orders 5jxiii to review arrangements for insurance cover in respect of all insurable risks.
   Resolved: the arrangements for insurance cover were agreed.

10. In accordance with Standing Order 4 to agree any Committees to be constituted for the year 2026/27.
    Resolved: it was agreed that a planning committee and Staffing Committee be constituted for 2026/27.

11. In accordance with Standing Order 5v and 5vi to delegate to the relevant Committee the selection of the Chairman and Vice Chairman and to agree the Terms of Reference.
    Resolved: The selection of Chair and Vice Chair for each committee be made at the first meeting of the committee and the Terms of Reference be agreed at the same meeting.

12. In accordance with Standing Orders 5jxx to determine the dates, time, and place of meetings of the council including the next annual meeting of the council.
    Resolved: The meetings of the Full Council would take place on the second Monday of each month except January and August when there would be no meeting. The meetings would take place at the Village Hall at 7pm unless otherwise announced.
    Meetings for constituted committees would be held when required and announced in the usual way on the website.

13. To close the meeting to receive the following reports:
    i. County Councillor - non present
    ii. District Councillor - non-present
    iii. Saint Oswald's Church - report from the Church Warden appended to the minutes.
    iv. Parish Councillor – no reports.

14. To reopen the meeting.

15. Financial Matters
    i. To receive the statement of accounts to 30 April 2025 for noting.
       The statement of accounts was noted with the total balance of £134,430.08.
    ii. To receive the statement from Unity Trust Bank to 30 April 2025 for noting.
       Noted
    iii. To receive the bank reconciliation from Unity Trust Bank for noting.
       Noted
    iv. To receive the payments and receipts made and received during April 2025.
       Payments were noted.
    v. To received payments for approval for invoices received since 30 April 2025
       Payments were approved as presented.

Date	Payee Name	£ Total Amount	£ Creditors	£ VAT	£ Amount	Transaction Details
12/05/2026	GEOXPHERE LTD	54.00		9.00	45.00	Parish online mapping
12/05/2026	MULBERRY LAS	175.50		29.25	146.25	EOY Internal Audit

12/05/2026 Hannington Gilbert & co ltd	180.32	30.05	150.27 electric faults
12/05/2026 Hannington Gilbert & co ltd	420.00	70.00	350.00 Emergency lighting repair
12/05/2026 Flowers Green Plants	94.00	15.67	78.33 Flowers for tub
12/05/2026 Locum Clerk	944.40		944.40 Clerk services

vi. To receive the Internal Audit report for year end 2025/26 and agree any actions required.
The Internal Audit report was noted. There were no actions required. The clerk was thanked.

vii. To consider for approval the Annual Governance Statement for 2025/26.
The Annual Governance Statement was carefully considered taking into account the internal auditors recommended responses which matched those on the statement.
Resolved: The Annual Governance Statement was approved.

viii. To consider for approval the Accounting Statement for the year ending 31st March 2026 in the Annual Governance and Accountability Return.
The Accounting Statement for the year ending 31st March 2026 in the Annual Governance and Accountability Return.
Resolved: The Accounting Statement for the year ending 31st March 2026 in the Annual Governance and Accountability Return was approved as presented.

16. To receive any communication including possible items for the next agenda.
The clerk reported that she had received word from Stoolball that the pavilion had been left open, JM said he would check the pavilion when he was walking past.
There was a request for an item for Parish Council Land Management to be put on the agenda to cover Fencing /gates and Footpaths, Dunks Field, Allotment Gardens, the Bogs.
An item to discuss fundraising. An item to discuss the return of the horse carriage driving event on the recreation ground.

17. To note the date of the next meeting.
It was noted that the next meeting would take place on Monday 8th June 2026, 7pm at the Village Hall.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.