

EDINGALE PARISH COUNCIL

DRAFT MINUTES

Annual Meeting of the Parish Council

held on Monday 5th May 2026

7.30pm, at Edingale Village Hall

Members present: Cllrs Baughen, Cliffe, Layland, Maskery, Mason, Meikle and Startin.

Present: 1 Member of the Public, Mrs Pritchard (Clerk).

76/26 To appoint a Chair. Cllr Mason was proposed by Cllr Startin, seconded by Cllr Cliffe, RESOLVED to appoint Cllr Mason; the Declaration of Acceptance of Office as Chair was signed in front of the proper officer. The Council thanked Cllr J. Startin for his time as chair and for all his hard work for the community and the Parish Council.

77/26 To appoint a Vice-Chair. Cllr Startin was proposed by Cllr Baughen, seconded by Cllr Layland, RESOLVED to appoint Cllr Startin.

78/26 To receive and approve Apologies. Lichfield District Cllr Bennion had apologised as he was attending a Parish Council meeting.

79/26 To receive any Declarations of Interests. None received.

80/26 To approve the draft minutes of the Meeting of 30th March 2026. It was RESOLVED that the Minutes of the Parish Council meeting held on Monday 30th March 2026, having been circulated, be confirmed, and signed as a correct record.

81/26 To receive the Clerk's Report.

- Insurance renewed for 2026/27
- BKVC Posters received
- Exploring Chairmanship course booked for Cllr Mason
- Internal Audit held 20th April 2026
- Neighbourhood Governance pack re-sent to Cllrs – to add to June agenda
- Response received from SPCA regarding potential health & safety concerns
- Chased LDC and SSDC again to update the Clerk details
- Invoice 1103 from Village Gardeners had been identified as a duplicate payment, having been paid in both July and August 2025 during the handover period. Village Gardeners have been contacted to request reimbursement

82/26 To consider any Planning matters. The Council noted that a new planning application had been submitted for the proposed change of use of the Black Horse Public House to a private dwelling. Members discussed that this application is a re-submission of a previous proposal which had been refused by Lichfield District Council.

It was understood that the earlier refusal was based in part on the applicant not providing evidence that the property had been genuinely marketed for sale as a public house, as required before a change of use could be considered. Councillors expressed concern that the current application does not appear to include any new information demonstrating that the building has been offered for sale or that efforts have been made to retain it as a community facility.

After discussion, it was RESOLVED that the Parish Council would submit comments to Lichfield District Council reiterating its previous objections, noting the lack of evidence of marketing as a public house, and requesting that the planning authority consider the application in line with the reasons for the earlier refusal.

83/26 To review and approve Financial Regulations, Code of Conduct and Publication Scheme. RESOLVED to approve the Financial Regulations, Code of Conduct and Publication Scheme. Proposed Cllr L. Baughen, seconded Cllr J. Startin.

84/26 To review the Assets including buildings and office equipment. Amendments to the asset register were agreed.

85/26 To note the Internal Auditor's Report. The report was NOTED.

86/26 To approve the Annual Governance Statement. RESOLVED by all to approve, signed by Chair and Clerk.

87/26 To approve the Annual Accounting Statements. RESOLVED by all to approve, signed by Chair and Responsible Financial officer.

88/26 To approve the Certificate of Exemption from Limited Assurance Review. RESOLVED by all to approve, signed by Chair and Responsible Financial officer.

89/26 To note the details of the arrangements for the exercise of public rights. NOTED.

90/26 To consider whether the Council meet the eligibility criteria set out in the (General Power of Competence) (Prescribed Conditions) Order 2012 to exercise the General Power of Competence in accordance with the Localism Act 2011. It was RESOLVED that the Council meet the eligibility criteria set out in the (General Power of Competence) (Prescribed Conditions) Order 2012 to exercise the General Power of Competence in accordance with the Localism Act 2011. Proposed by Cllr Startin, seconded by Cllr Maskery.

91/26 To approve representatives to bodies such as Village Hall and Parish Network. RESOLVED by all to nominate Cllr Cliffe to the Village Hall committee, and Cllr Meikle to the Parish Network.

92/26 To consider the location and maintenance for the Edingale book shed. The Council RESOLVED that the Edingale book shed be relocated from the school site to the bus shelter and that it be securely fixed into the ground. It was further RESOLVED that the Parish Council will take responsibility for the ongoing maintenance of the book shed. **ACTION:** Clerk to add to the asset register as a donated item and Cllrs to agree a moving date.

93/26 To consider replacement noticeboard and history board. Cllr Meikle agreed to provide information on options for a new noticeboard. The Clerk advised that the existing noticeboard should be replaced in its current location, as relocating it would require a Section 50 licence from Staffordshire County Council for apparatus in the highway.

94/26 To receive Councillors' Reports and questions.

- The bakery nominated for the village business category in BKVC
- The pothole outside the school was reported as dangerous and worsening. A repair is scheduled for May 2026, and the Clerk will chase the Highways Liaison Officer at Staffordshire County Council for confirmation and progress
- Damaged 10mph sign – Cllrs to repair
- Cllr reported vandalism to some trees at the village playground

- Councillors were reminded that the bank reconciliation must be signed quarterly by a member other than the Chair
- Clarification was requested on whether the published risk assessment is the most up to date
- A van was reported to have reversed into the concrete pillar and into the hedge by the school walkway on Church Walk, and the Clerk will report the incident to SCC Rights of Way
- Update given on the overgrown hedge at the end of Mill Lane; the matter remains ongoing and will continue to be monitored. Councillors also discussed the purchase of flowers for the village barrels, with arrangements to be made for planting

95/26 To receive Correspondence.

- SPCA – Free Planning Advice Service, March bulletin, Executive Committee vacancy, April meeting (*NB – annual leave employment law update)
- CPRE – Spring 2026 Newsletter
- LDC – Strategic CIL Spring 2026
- Staffordshire Police - Terrorism threat level increased to SEVERE

96/26 To receive the Statement of Accounts 2025-26, Receipts and Payments Summary 2025-26, and Q4 Budget Monitoring Report. The reports were NOTED.

97/26 To receive the Bank Reconciliation April 2026. RESOLVED to approve the Bank Reconciliation.

98/26 To approve payments on the May Payment Schedule. Staff Costs: salary, expenses, pension, PAYE £515.27; Scribe: finance software £28.80; Microsoft 365: Software £8.49; Arthur. J. Gallagher: Insurance 2026/27 £446.44; Kim Squires Internal Audit Services, £163.25; Lichfield District Council: Litter Bin Emptying £1,217.42; The Village Gardeners, grounds maintenance £685.84; CPRE (DD) £3. RESOLVED to approve the payments. Cllr Startin to authorise.

99/26 To approve the CIL Annual Report 2025-2026. RESOLVED to approve by all, signed by Vice-Chair and Clerk.

100/26 To confirm date of next meeting. Monday 1st June 2026.

There being no further business the Chairman declared the meeting closed at 20:54pm.

..... Signed Date