

HOLME ABBEY PARISH COUNCIL

Website: holmeabbey-pc.gov.uk

Date: 13 May 2026

Councillors: You are summoned to attend the Annual Meeting of Holme Abbey Parish Council on Tuesday 19 May 2026 in the Community Sports Pavilion to follow the Annual Parish Meeting which commences at 6.30pm for the purpose of transacting the business itemised below.

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGENDA

Cllr Reynolds to sign the Declaration of Acceptance of Office and Cllrs Robinson and Reynolds to sign the Code of Conduct before prior to the start of the meeting

1. **Election of Chair**
 - a. To elect a Chair of the Council for 2026/27
 - b. To receive the Chair's Declaration of Acceptance of Office
2. **Apologies for absence** – to receive apologies
3. **Appointment of Vice Chair**
 - a. To appoint a Vice Chair of the Council for 2026/27
 - b. To receive the Vice Chair's Declaration of Acceptance of Office
4. **Requests for Dispensations, Declarations of interest, Gifts and Hospitality** – to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality.
5. **Public participation with regard to items on the agenda** – to receive questions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct and standing orders
6. **Report from the Cumberland Councillor** – for information only
7. **Minutes** – to confirm and sign the Minutes of the meeting held on 14 April
8. **Progress Report** – the Clerk/Chair to report on outstanding actions not requiring further decision
9. **Governance**
 - a. **Review of representation on external bodies and confirmation of reporting arrangements**
 - b. **Policy Review** – to consider the following policies
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Complaints procedure
 - iv. Freedom of Information Policy (inc. Publication Scheme)
 - v. Data Protection Policy
 - vi. Data Protection Road Map
 - vii. Press and Media Protocol

Councillors are reminded of their obligations under the Code of Conduct, including declaring any relevant interests.

- c. **Policy Review and Adoption (new)** – to review and adopt
 - i. Disciplinary Policy
 - ii. Employee Privacy Notice
 - iii. Grievance Policy
 - iv. Sickness Absence Policy
 - v. Whistleblowing Policy

10. Finance

- a. **Bank Reconciliation** – to receive and note the reconciliations and balances

Account	30 April
Unity Trust – Instant Access	£28,256.09
Unity Trust – Current Account	£1,485.58
Total	£29,741.67

- b. **Bank Statements** – to acknowledge scrutiny and acceptance.
- c. **Payments for Approval** – to consider and approve the payment schedule and to confirm payments already made since the last meeting, including those made under delegated authority and those made from previously approved budgets.
- d. **Receipts** – to note receipts received since the last meeting.
- e. **Annual Subscriptions and Regular Payments** – to consider and agree the list
- f. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2026
- g. **Asset Register Review and Approval** – to consider and approve the updated Asset Register for 2025/26
- h. **Insurance Cover Review** – to note that the Council’s insurance policy is renewed and formally reviewed at its annual renewal in December, and that adequate insurance cover is in place for the current year
- i. **Internal Audit**
 - I. To receive and review the report from the Internal Auditor
 - II. To consider the appointment of the Internal Auditor for 2026/27
- j. **External Audit**
 - i. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
 - ii. **Section 1: Annual Governance Statement** – to consider the questions and respond accordingly before authorising the Chair and Responsible Financial Officer to sign on behalf of Holme Abbey Parish Council
 - iii. **Section 2: Accounting Statements** – to consider and agree the accounting statement figures before authorising the Chair to sign on behalf of Holme Abbey Parish Council
 - iv. **Electors’ Rights** – to note the dates for the Exercise of Public Rights Wednesday 3 June to Tuesday 14 July 2026.
 - v. **Statement of Variance** – to note the Statement of Variance

k. Grants – to consider any requests received

- 11. Schedule of Ordinary Council Meeting Dates for the Year 2026/27** – to approve the schedule of meeting dates
2026: 14 July, 15 September, 17 November
2027: 12 January, 9 March, 11 May
- 12. Events & Communications Working Group – Preparation for 2026 Events**
To consider the preparatory work required to support delivery of the 2026 programme of community events, including Cumbria in Bloom 2026 and the Eco Church Big Local Lunch event in June
- 13. Defibrillator Provision – High Laws area**
To consider whether to approve submission of a grant application for a third community defibrillator
- 14. Community Sports Pavilion** – Cllr Horsley to report on the following items
 - a. Internal building repairs** – to receive and consider quotations
 - b. Defibrillator cabinet and light** – to confirm installation of the replacement defibrillator cabinet and repair to broken light
 - c. Yodel Parcel Locker**
- 15. Section 106 Funds – Remaining Allocation (£2,772.03)**
 - a. Community Planters** - the Clerk to present quotations for four self-watering planters for consideration and approval
 - b. Allotment** - the Clerk to present quotations for a noticeboard for consideration and approval
- 16. Planning**
 - a. Planning Applications** – to consider all recent applications received from Cumberland Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting:
 - i. 2/25/9001** ADDITIONAL/FURTHER INFORMATION RECEIVED for a new sand quarry at Goodyhills, Mawbray, CA15 6QX
 - b. Notices of Decision** – to note any notices of decision received.
 - i. FUL2026/0039** Extension of existing agricultural building at The Gale, High Laws, Silloth, Wigton CA7 4LY – planning permission approved (7 May 2026)
- 17. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)
- 18. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Friday 3 July.
- 19. Date of next meeting** – to confirm the date of the next meeting as Tuesday 14 July at 7.00pm in the Community Sports Pavilion.

J Cornah Wade

Joanne Cornah Wade, Clerk to the Council
Eriskay Cottage, Bromfield, Wigton CA7 3NB
clerk@holmeabbey-pc.gov.uk

10a Bank Reconciliation

**Financial year ending 31 March 2027 Council: Holme Abbey Parish Council
Balances per bank statements at 30 April 2026**

Account	Balance
Unity Current Main Account	£677.28
Unity Instant Access	£32,696.82
Total bank balances	£27,427.66

Total net balances at 30 April 2026: £27,426.79



Prepared by

Name: J Cornah Wade, Clerk & RFO

Date: 12.05.26

Approved by

Name and Role:

Date: 19.05.26

Approved by

Name and Role:

Date: 19.05.26

10c Invoices for payment

Listing of Unapproved Payments

Dated between 01/04/2026 and 31/03/2027

Holme Abbey Parish Council current account

Voucher	Date	Description	Supplier / Customer	Account Name	Net (£)	Payment inc VAT (£)
398 BP	20.05.26	Memorial plaque	Border Signs	Maintenance	460.00	552.00
402 BP	20.05.26	Wayleave	Home Group	Wayleave	0.70	0.70
410 BP	20.05.26	Mileage: internal Audit	Clerk	Clerk Expenses	18.94	18.94
420 CR	20.04.26	Reimbursement	Castle Sowerby	Office Supplies	-41.18	-41.18
423 BP	20.05.26	Internal Audit	D Johnson	Audit & Professional Fees	105.00	105.00
424 SO	01.06.25	May Salary	Clerk	Clerk Salary	258.85	258.85
425 SO	01.06.26	May wfh	Clerk	Clerk expenses	14.00	14.00
426 BP	20.05.26	Annual building & allotment rent	Sea Dyke	Rent	4.90	4.90
427 BP	20.05.26	Payment 1 of 7	S Smith	Grass Contract	200.00	200.00
428 BP	01.06.26	Payment 2 of 7	S Smith	Grass Contract	200.00	200.00
429 BP	01.07.26	Payment 3 of 7	S Smith	Grass Contract	200.00	200.00
430 SO	01.07.26	June Salary	Clerk	Clerk Salary	249.65	249.65
431 SO	01.07.26	June wfh	Clerk	Clerk Expenses	26.00	26.00
432 BP	20.05.26	Water urns x2	Viking	Sports Pavilion	185.48	222.58
433 BP	20.05.26	Paper	Viking	Office Supplies	5.29	6.35
TOTAL					1,899.63	2,029.79

10c Invoices paid

Voucher	Date	Description	Supplier	Net (£)	Gross (£)
401 BP	16.04.26	Allotment maintenance	A McIntyre	138.45	138.45
408 BP	20.05.26	Payroll Provision 2026/27	D M Payroll	132.00	158.40
399 BP	20.04.26	Playpark Bench	No Butts Bin Company	530.00	636.00
400 BP	16.04.26	Accessible Bench	Earth Anchors	750.00	828.00
403 IT	09.04.26	Internal Transfer	Deposit Account	-1000.00	-1000.00
404 IT	09.04.26	Internal Transfer	Current Account	1000.00	1000.00
405 IT	15.04.26	Internal Transfer	Deposit Account	-1000.00	-1000.00
406 IT	15.04.26	Internal Transfer	Current Account	1000.00	1000.00
417 IT	17.04.26	Internal Transfer	Deposit Account	-1000.00	-1000.00
418 IT	17.04.26	Internal Transfer	Current Account	1000.00	1000.00
409 cash	20.04.26	Postage (petty cash)	Clerk	1.74	1.74
411	20.04.26	Salary: Additional Hours	Clerk	220.56	220.56

Voucher Date	Description	Supplier	Net (£)	Gross (£)
412 BP 09.05.26	National Insurance contributions	HMRC	18.56	18.56
Total	—	—	1,791.31	2,001.71

Standing Orders and Direct Debits

Voucher Date	Description	Supplier	Net (£)	Gross (£)
407 27.04.26	Electricity March	Smartest	66.34	69.66
421 18.05.26	Electricity April	Smartest	87.67	92.05
422 31.05.26	Bank Fee April	Unity Trust	7.00	7.00
Total	—	—	161.01	168.71

10d Receipts

Voucher Date	Reference	Description	Customer	Total (£)
413 01.04.26	Credit	Precept	Cumberland Council	13,500.00
414 02.04.26	Credit	Allotment Rent Plot 20		10.00
415 02.04.26	Credit	Allotment Rent Plot 22		10.00
416 07.04.26	Credit	Allotment Rent Plot 15		10.00
419 20.04.26	Credit	Allotment Rent Plots 1, 2 and 13		30.00
Total	—	—	—	13,560.00

J Wade

Prepared by

Name: J Cornah Wade, Clerk & RFO

Date: 12.05.26

Approved by

Name and Role:

Date: 19.05.26

Approved by

Name and Role:

Date: 19.05.26