

Aspenden Parish Council



To all Members of the Parish Council

You are hereby summoned to attend the **ASPENDEN ANNUAL MEETING** of the **PARISH COUNCIL** on **Tuesday 26th MAY 2026 at 7.30pm** in **THE FOX** for the purpose of transacting the following business.

Denise Anderson
Clerk to the Council

AGENDA

1. **ELECTION OF CHAIR 2026-2027**
2. **ELECTION OF VICE CHAIR 2026-2027**
3. **APOLOGIES**
To receive apologies for absence
4. **DECLARATIONS OF INTEREST**
To receive any declarations of interest in items on the agenda
5. **PUBLIC PARTICIPATION**
To suspend standing orders to allow parishioner and public comments
6. **MINUTES OF PREVIOUS MEETING**
To approve the minutes of the Parish Council meeting held on Tuesday 10th March 2026
7. **STAFFING COMMITTEE**
To appoint members to serve on the Staffing Committee for the forthcoming Council year
8. **PARISH COUNCIL DOCUMENTATION**
To review, amend and adopt where necessary:
 1. **Standing Orders**
 2. **Code of Conduct**
 3. **Financial Regulations**
 4. **Risk Assessment**
 5. **Register of Assets**
 6. **Complaints Procedure**
 7. **Publication Scheme**
 8. **Privacy Policy**
 9. **Staffing Committee Terms of Reference**
 10. **Information Technology Policy**
A new document to fulfil the requirement of Assertion 10 AGAR 2026. To be agreed and adopted.
9. **CHAIR'S REPORT**
10. **COUNTY AND DISTRICT COUNCILLOR REPORTS**
11. **FINANCE**
 - 11.1 To note Finance Report and authorise payments (Report tabled)
 - 11.2 **Annual Governance and Accountability Return (AGAR) 2025-2026**
 - I. Council to formally certify by resolution that it meets the qualifying criteria for exemption
 - II. The Chairman and Responsible Financial Officer to sign and date the Certificate of Exemption
 - III. To formally approve the Internal Auditors Report
 - IV. To formally approve the Annual Governance Statement and signed by the Chairman
 - V. To formally approve the Summary Accounting Statements and signed by the Chairman
 - VI. To formally approve the Period of Public Rights Wednesday 3rd June to Tuesday 14th July 2026
 - 11.3 **Parish Council Insurance**
To consider the renewal quote and the option of a 3-year Long Term Undertaking (LTU)
 - 11.4 **New Parish Council Laptop for Clerk**
To consider the options and cost estimate for a new laptop and software.

- 12. **PLANNING**
- 12.1 To receive Planning Report (Report tabled) and current Planning Applications
- 13. **HIGHWAYS**
- 13.1 Aspenden Road Works and Diversion - update
- 13.2 Unnamed Road between Aspenden and Westmill - update
- 14. **PARISH MATTERS**
- 14.1 **Police Report**
- 14.2 **Pavilion Management Committee (PMC)** – update by Cllr Blackburn
- 14.3 **Children’s Playground** I. Scheduled Works – update by Clerk
II. Flooding – update by Cllr Murphy
- 14.6 **General Village Matters** I. Aspenden Defibrillator Annual Support
II. Aspenden Village Sign
- 15. **CLERKS REPORT AND CORRESPONDENCE**
To receive Clerk’s Report and note correspondence received not on the Agenda
- 16. **DATES OF NEXT MEETINGS**

Date	Meeting	Venue
Tuesday 21 st July 2026	Parish Council Meeting	The Fox
Tuesday 22 nd September 2026	Parish Council Meeting	The Fox
Tuesday 17 th November 2026	Parish Council Meeting	The Fox
Tuesday 16 th February 2027	Parish Council Meeting	The Fox

Members of the public are warmly welcomed but are reminded that, unless invited to do so by the Chairman, they are only permitted to speak during the public sessions.