

CLOPTON PARISH COUNCIL

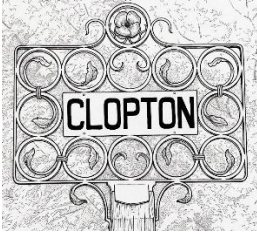
PARISH COUNCIL MEETING

Wednesday 20th May 2026, Clopton Village Hall
(to follow Annual Parish Meeting, which starts at 7:45pm)

A G E N D A

Members of the public will have the opportunity to speak regarding any items on this agenda or raise issues for future consideration at the discretion of the Chairman.

1. **Election of Chairman and Declaration of Acceptance**
2. **Chairman's Welcome**
3. **Apologies**
 - To receive councillor's apologies for absence.
4. **Public Forum/Open Session**
 - County and District Councillor's Reports
 - Other items
5. **Declaration of Interests/Dispensation Applications Received**
6. **Councillors Acceptance of Office forms received**
7. **Election of Other Officers**
 - Officers to be elected: -
 - Vice Chairman
 - Emergency Planning Officer
 - Responsible Finance Officer (RFO)
 - Events Committee Membership
8. **Minutes**
 - To approve the Minutes of the [Meeting of the Council 18th March 2026](#)
9. **Matters arising from the minutes**
10. **Finance**
 - To receive the May financial report from the RFO including balances at the bank.
[May 2026 Financial Report](#)
 - To receive and approve payments since last meeting and authorise payments.
 - To approve the end of year accounts 2024-2025:
 - [2025/26 Income & Expenditure](#)
 - [2025/26 Bank Reconciliation](#)
 - [2025/26 Receipts and Payments Summary](#)
 - To complete the: Annual Governance and Accountability Return Sections 1 and 2.
(Approve Accounting Statements and Annual Governance Statement)
 - Review [Asset Register](#) - please view prior to meeting
 - Review [Risk Management Document](#) – please view prior to meeting



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- Review [Internal Controls](#) - please view prior to meeting
- Review [Financial Regulations](#) - please view prior to meeting
- Review Memberships
- [Section 137 expenditure limit for parish and town councils in England](#)

11. Non-financial policies for review

Please review these prior to the meeting:

- Review [Standing Orders](#) – NALC - no changes this year.
- Review [Code of Conduct](#) – no changes this year.
- Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation:
 - [Privacy Notice on website](#) – no changes this year.
 - [Data protection impact assessment](#) – no changes this year.
 - [Link to Data retention policy](#) – no changes this year.

12. Planning matters

- To consider planning applications received
 - i) **DC/26/1256/FUL**: Erection of a warehouse and canopy.
Expiry 15th May 2026
 - ii) **DC/26/1478/FUL**: Construction of 1 self-build residential dwelling
Expiry 1st June 2026
- To consider planning applications received after the agenda was produced
- Other planning matters – Affordable Housing

13. Internal Auditor's Report

- To review AGAR – Internal Audit
To review effectiveness of internal audit. To assign an internal auditor for FY 2025/26.

14. Traffic and Road Safety issues

- Other items

15. First Responders for Clopton and Otley

16. Village Event/Fete

- Saturday 28th July 2026

17. Officer's and Representative's Reports

- Village Hall Representative

18. Correspondence (for information)

19. Matters to be brought to the attention of the Council for the next meeting

20. Dates of future meetings:

22nd July 2026, 23rd September 2026, 25th November 2026.
All at 7:30pm in the village hall.

Signed..... Clerk to Clopton Parish Council

Date.....