

# SEDGWICK PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited to attend the Annual Meeting of the Parish Council to be held on Wednesday 13<sup>th</sup> May 2026 at 7.30pm Venue, Sedgwick Village Hall

## A G E N D A

### 1. Election of Chairperson

Election of Chair for the coming year 2026-27  
Chair to sign the Declaration of Acceptance of Office

### 2. Election of Vice-Chairperson

Election of Vice-Chair for the coming year 2026-27  
Vice-Chair to sign the Declaration of Acceptance of Office

### 3. Apologies - to receive and accept apologies with reasons for given absence beforehand.

### 4. Minutes - authorise the Chairman to sign the minutes of the meeting held on 11<sup>th</sup> March 2026

### 5. Declarations of Interest/Request for Participation

To receive declarations of interest by members in respect of items on this agenda. (Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

### 6. Public Participation

Members of the public will be given the opportunity to speak, ask questions or raise matters of interest regarding this agenda in accordance with the Standing Orders.

### 7. Reports

a) To receive any relevant matters from Cllr D Rathbone - Westmorland & Furness Council.

### 8. Officers Roles and Responsibilities- confirm roles for 2026

### 9. Planning To receive and consider any planning applications which have been submitted since the last meeting.

2026/0862/HOU Passing Winds, Sedgwick, LA8 OJU Lower ground floor extension, external stairs, reconfiguration of southwest elevation

### 10. Highways/Footpaths - to receive and consider any Highways/Footpaths matters.

a) To receive the monthly highways report and update of dates of repairs.

### 11. Playground / Millennium Field – to receive and consider any matters regarding the Playground/Millennium Field.

- a) Monthly Safety Report-
- b) To discuss progress with maintenance.
- c) To organise a working party and a date for maintenance day.

### 12. Canal

- a) Monthly report by Cllr B Holmes.
- b) Discuss the proposal from Helen Moriarty W & F regarding the handrail

### 13. Safeguarding Report

### 14. Review and Adoption of Governance Documents

- a) Standing Orders – Review and Adoption
- b) Financial Regulations – Review and Adoption
- c) Code of Conduct – confirm adoption
- d) Asset Register – Review and agree
- e) Risk Management and Internal Controls
- f) Publication Policy – Review and adopt

- g) IT & Digital Policy
- h) Data Protection Policy

**15. Review of Banking and Signatories**

Complete and submit application to move the bank accounts from Nat West to Unity Trust and confirm authorised signatories.

**16. Annual Governance and Accountability**

- a. Review Internal Audit Report
- b. Approve Section 1 – Annual Governance Statement
- c. Approve Section 2 – Accounting Statement
- d. Confirm eligibility for exemption from External Audit
- e. Sign the Certificate of Exemption

**17. Insurance**

Review insurance cover and approve renewal

**18. Finance**

- a) To receive and note bank balance as of 30/04/2025

Current = £7,971.51  
Reserve= £22,749.51

- b) To authorise the following payments:

<b>Parish Clerks Salary</b> March/April -	£415.10 (26/27)
<b>Parish Clerks Expenses</b> March/April	£65.55 (26/27)
<b>HMRC PAYE</b> March/April	£103.60 (26/27)
<b>CALC Membership</b>	£195.56 (26/27)
<b>Village Hall</b>	£72.00 & £48.00 (25/26)
<b>Clear Council Insurance</b>	£589.17 (26/27)
<b>Cumbria Landscaping</b>	£120 (25/26)
<b>D &amp; C Atkinson =</b>	£59.80 (25/26) and £103 May Cut
<b>Boyan Holmes – APM refreshments</b>	£30.97 (25/26)
<b>Freshair Fitness (BH)</b>	£70.78 (25/26)
<b>Mitchinsons Accountants</b>	£288 (25/26)
<b>Boyan Holmes – Amazon</b>	£7.99 magnets (25/26)

**19. Newsletter**

- a) To receive ideas for the summer newsletter.

**20. Correspondence** All received and distributed.

**21. Open Action not covered elsewhere on the agenda.**

- a) To confirm there is still 1 vacancy for a Parish Councillor

**22. Date of Next Meeting** – to confirm the date of the next meeting will be **Wednesday 8<sup>th</sup> July 2026**, The meeting will commence at 7.30pm in the Sedgwick Village Hall.

*Additional items requested by councillors may, at the discretion of the clerk be added to this agenda in advance of the meeting or deferred to item 15. Please contact the clerk immediately if there is such a request.  
In accordance with standing orders, the decision of the clerk is final.*

Clerk to the Council

**Public Participation Guidance**

*Each member of the public is entitled to speak once in respect of each matter and for up to 3 minutes with 10 minutes being allocated overall for the Public Participation section. These limits may be extended at the discretion of the chairman. Comments must be addressed through the chair. The Chairman will decide in which order matters will be heard and whether an immediate response may be given at the meeting or arrangements made to respond or discuss the matter further at a later date. Questions and comments and responses will be minuted concisely. To comply with privacy and data protection advice, individuals participating or named during this section will not be named in the minutes.*

For more details see [www.sedgwickparishcouncil.gov.uk/public-participation](http://www.sedgwickparishcouncil.gov.uk/public-participation)