

# Sibford Gower Parish Council

The councillors are summoned to attend the Annual Meeting of the Parish Council to be held on **Monday 18<sup>th</sup> May 2026 at 7:15pm** in Sibford Village Hall, Sibford Gower

## AGENDA

- 1. Election of Chairman**
- 2. Public participation session** - (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).

### **Business**

- 3. Apologies for absence**
- 4. To elect a Vice-Chairman**
- 5. Members' declarations of interest for items on the agenda**
- 6. To approve the minutes of the Parish Council (PC) meeting held on 10<sup>th</sup> March 2026**
- 7. To appoint an Internal Controls Councillor**
- 8. To approve any changes required to the bank mandate due to new council membership**
- 9. To agree either a new date or a new venue for the September meeting due to the Village Hall not being available for the previously planned date**
- 10. Outstanding matters/actions from previous meetings**
  - a) Update re new Parish Council website
  - b) Response from Highways regarding timescales for road repairs in Sibford Gower
  - c) Response from Highways regarding ownership of the well housing near the pond
- 11. Proposal to re-adopt the following policies with no changes made**
  - a) Biodiversity Policy
  - b) Code of Conduct
  - c) Complaints Procedure
  - d) Data Breach Policy
  - e) Data Protection Policy
  - f) Disciplinary Policy
  - g) Financial Regulations
  - h) Freedom of Information Policy
  - i) Grievance Policy
  - j) IT Policy
  - k) Privacy Notice
  - l) Records Retention Policy
  - m) Risk Assessment
  - n) Role Holder Privacy Notice
  - o) Scheme of Delegation
  - p) Sexual and General Harassment Policy
  - q) Standing Orders
  - r) Subject Access Request Procedure
- 12. Proposal to adopt the following amended policies**
  - a) Internal Financial Controls
  - b) Publication Scheme

## Assets and services

### 13. Burial Ground

- a) Proposal to form a Working Group to put together recommendations for ongoing management of the closed Churchyard, and PC owned Burial Ground
- b) Feedback from the Clerk regarding Memorial Safety & Inspections Training attended on 15<sup>th</sup> May

### 14. Proposal to renew insurance with Zurich Municipal at a cost of £300

## Annual Governance and Accountability Return 2026

### 15. AGAR 2026

- a) To receive the internal auditor's report for 25/26 and agree any actions required
- b) To appoint an internal auditor for the 26/27 financial year
- c) To complete and approve the Annual Governance Statement for 25/26
- d) To approve the Accounting Statements for 25/26
- e) To approve completion of the Certificate of Exemption for 25/26.
- f) To agree dates for the notice of public rights 25/26 – proposed dates are 3<sup>rd</sup> June to 14<sup>th</sup> July 2026

## Finance

### 16. Bank balances as at 12.05.26 - £237.90 and £23,369.12

### 17. To confirm completion of the final (Jan to Mar) quarterly Internal Controls Councillor check for 25/26

### 18. To confirm completion of a quarterly asset check and agree any actions required

### 19. To note and approve the following payments and receipts since the last meeting:

#### Payments:

30.03.26	Kirsty Buttle	Salary, office, and stamp	£335.05
30.03.26	HMRC	Tax Mar	£81.20
30.03.26	OALC	Memorial Inspection Training	£198.00
31.03.26	Unity Bank	Account fee	£5.00
30.03.26	Lloyds Bank	Account fee	£4.25
30.04.26	Thomas Fox Landscaping	Churchyard mowing March	£168.73
30.04.26	N R Prickett	Miriam Tebbs hedges cut	£126.00
30.04.26	Thomas Fox Landscaping	Churchyard mowing April	£341.06
30.04.26	Parish Online	PC website	£300.00
30.04.26	Kirsty Buttle	Salary, office, SIM and One Drive share Apr	£350.99
30.04.26	HMRC	Tax Apr	£81.00
30.04.26	Farnborough Parish Council	Reimbursement Mar and Apr Clerks pension	£47.08
30.04.26	Unity Bank	Account fee	£7.00

#### Receipts:

27.03.26	Sibford Ferris Parish Council	Burial Ground share minus website share	£561.98
24.03.26	Credit	Interest from closed Lloyds Bank account	£2.07
31.03.26	Unity Bank	Interest	£29.12
08.04.26	Lloyds	Reversal of bank charge	£4.25
14.04.26	CDC	Precept 50%	£5,031.00
14.04.26	HMRC	VAT refund	£724.09

### Invoices to be paid:

CDC	Half yearly dog bin emptying	£377.52
N R Prickett	Grass cutting 9th May	£588.00

## Planning

### 20. Planning applications received

**26/00659/LB – Burdrop Farmhouse, Burdrop.** Replacement of existing steel casement windows within the historic farmhouse with new steel framed windows installed within the existing timber sub-frames; replacement of two external doors on the south elevation together with new timber door frames and glazed overlights within the existing doorway openings - no alterations proposed to existing window or door openings and no changes to the surrounding masonry. **Support - We support the works detailed which seek to address specific issues identified through earlier planning applications in a more appropriate manner, while retaining the character and integrity of the Grade 2 Listed Building within its Conservation Area location. (Response made using delegated powers).**

**26/00743/TCA – Lavender Cottage, Bonds End Lane, Sibford Gower.** T1 Apple - crown reduce by 2 metres all round reducing water shoots back to previous points. **No comment. (Response made using delegated powers). APPROVED.**

**26/00721/F – Stickleys House, Main Street, Sibford Gower.** Replacement of existing shed with a single-storey detached shed incorporating a roof-mounted photovoltaic installation. **Support - Noting the Planning Officer's observations identified through the Pre App referencing both the revised shed and the Listed Building location within the Conservation Area, we support the applicant's wish to generate appropriate renewable energy for domestic use. (Response made using delegated powers).**

**26/00759/F – Longview, Pound Lane, Sibford Gower.** Extension to existing annexe, and replacement of existing nissen hut with new home studio. **Comment only - The Parish Council wonder if a change of use is required as they aren't aware of any previous permission to allow the annex to be used as habitable space? Other than that the Parish Council has no comment on the application. (Response made using delegated powers).**

### 21. Planning decisions received

**25/02824/F – 2 Shepherds Close, Burdrop - AMENDMENTS.** The erection of one new two storey self-build dwelling alongside No 2 Shepherds Close, with all associated works. **Approved.**

**26/00332/F – 1 Acre Ditch, Sibford Gower.** Variation of Conditions 2 (plans), 3 (material sample), 4 (wall and roof materials) and 5 (rooflights) of 25/02065/F - The conditions are proposed to be varied to allow two minor amendments to the approved development. Firstly, to allow the first floor extension to be finished in an off-white/buff render on three sides, together with the north-facing wall of the existing single storey rear element (being re-clad), in place of natural ironstone. All other external materials remain as approved. Secondly, to allow installation of a standard flush rooflight in place of the currently required conservation type rooflight. **Approved.**

## Community

### 22. Information exchange

**23. Proposal to exclude the public and the press in order to discuss a confidential item (item 24)**

**24. To agree changes to the Clerk's contract in relation to pay scale caps**

Date of next meeting – 4<sup>th</sup> August 2026



Signed:

Parish Clerk

Date: 13<sup>th</sup> May 2026