

Wickhambreaux Parish Council

Parish Clerk: Chenice Howard-Sparkes,
31 Lakehill Road, Hersden, Canterbury, CT3 4FJ
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TO: ALL MEMBERS OF WICKHAMBREAUX PARISH COUNCIL

Councillors are hereby summoned to attend the Annual Meeting of Wickhambreaux Parish Council on **TUESDAY 12 MAY 2026** at Wickhambreaux Village Hall at **6.30pm** for the transaction of the business described in the following Agenda.

CHENICE HOWARD-SPARKES, CLERK TO THE COUNCIL
06 MAY 2026

Under Appendix A of the Parish Council's Standing Orders, all councillors and members of public should announce at the start of the meeting whether they wish to record the meeting. A copy of the Standing Orders and Appendix A are available to view on the Parish Council's website or the Clerk can provide a copy on request.

A G E N D A

1. Election of Chairman for the Council year 2026-2027
2. Election of Vice-Chairman for the Council year 2026-2027
3. Election of members to Committees and Groups for the Council year 2026-2027
4. The Chairman's opening remarks and apologies for absence.
5. Declarations of Cllrs' Interest and amendments to the Register of Interest.
6. To confirm the Minutes of the Meeting held on **21 APRIL 2026**
7. To report matters arising from the Minutes
8. Planning:

New Applications since last meeting:

CA/26/00704	Grove House, Grove Road	Single-storey rear extension to existing garage as use as ancillary accommodation
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9. Annual Return 2025-2026
TO RECEIVE, CONSIDER AND APPROVE:
 - i) The Internal Auditor's report and any recommendations thereon
 - ii) The Annual Return for the financial year ended 31 March for submission to Mazars LLP:
 - Section 1 : the Annual Governance Statement – TO RESOLVE to accept Section 1 in advance of approving Section 2 - and when resolved section 1 should be signed by the Chairman and the Minute No. subsequently noted
 - Section 2 : the Accounting Statements – TO RESOLVE to approve Section 2 – and when resolved Section 2 should be signed by the Chairman (and the subsequent Minute No entered later)
10. TO AGREE brief to send to solicitors to obtain quotations for legal advice on the Frank Montgomery Playing Field Trust Deed following receipt of initial pro-bono advice
11. Financial matters, including Precept, Concurrent, bank statements and authorisation of accounts
 - (i) To authorise payments for:
May 2026
 - Chenice Howard-Sparkes – Reimbursement for annual McAfee renewal - £114.99
 - KALC – Introduction to Canva training course - £48.00
 - KOMPAN – Quarterly inspection April 2026 - £167.26
 - Zurich Municipal – Parish Council Insurance 2026-2027 – £558.13

Lionel Robbins – Internal Auditor Fee 2025-2026 - £105.00
Majestic Garden Care – Playing Field Grass Cutting April 2026 - £240.00
Chenice Howard-Sparkes – Clerk salary May 2026
HMRC – Employee & PAYE May 2026
Verdi Stevens-Greenwood – Village Hall cleaning May 2026

(ii) To Note income received:

12. Clerk Report

13. Any Other Business

Dates of future meetings: 16 June, 21 July, 15 September, 20 October, 17 November 2026.