

# WOODBOROUGH ANNUAL PARISH COUNCIL MEETING

Chair: Cllr Liz Anderson

Annual Parish Council Meeting of Woodborough Parish Council  
Tuesday, 5 May 2026 at 6.45pm in the Village Hall, Lingwood Lane

## AGENDA

1. Election of the Chair of the Parish Council for 2026-27  
Chair: Declaration of Acceptance of Office  
Election of Vice Chair 2026-27  
Assignment of responsibilities for 2026-27, including membership of committees.
2. Apologies for Absence and Acceptance
3. Declarations of Interest (for items on the agenda)
4. Open session for members of the public to make representations in respect of any item of business included in the agenda (limited to 10 minutes)
5. Approval of the Minutes of the Parish Council Meeting held on 7 April 2026
6. Matters Arising (for report only)
7. Chair's report
8. District report
9. County report,  
*To include update on Woodborough traffic petition; potential second petition.*

### For decision:

10. Consider the Internal Auditor's report dated April 2026; consider the effectiveness of the system of internal control
11. Annual Governance and Accountability Return 2025/26  
Approval of Annual Governance Statement for 2025/26  
Consider the Accounting Statements for 2025/26  
Approval of Accounting Statements for 2025/26 by resolution
12. Vacancies on Parish Council
13. Village Hall Safety  
*Quote for installation of manually operated fire doors for hatches; removal of scenery and other items; Fire Alarm contacts.*
14. Village Hall  
*Heating – operation with Hive and pump wiring modification; update on licence agreements for regular users; replacement hob; update on new cleaner; new regular bookings; additional lights on stage; Projects in 2026/27 budget: redecoration and potential reopening of bookings during summer holidays; refurb of chair store; refurb of kitchen.*
15. Flooding matters update

16. Village housekeeping
17. Sam Middup Field  
*Update from working party*
18. Playing Field  
*Pavilion refurbishment next steps; pest control and cleaning of pavilion; cricket club licence.*
19. Governors' Field  
*Play equipment; request to install memorial bench.*
20. Churchyard  
*Programme of Works*
21. Cemetery  
*Request for headstone*
22. Draft Annual report 2025/26
23. Planning  
*2026/0223TCA - 34 Main Street Woodborough. Felling of 1 fir tree, felling of 1 willow, and pruning of 1 Himalayan birch by 1 metre.*
24. Training and Membership  
*Society of Local Council Clerks (SLCC) membership for Parish Clerk  
NALC New Clerk Training  
Clerk and Caretaker - Water Safety Training.*
25. Finance  
*Approve the financial statements and payments to be authorised  
Investment of funds following receipt of precept  
Review of signatories on all WPC bank accounts  
Community Infrastructure Levy monies*

**Priority updates/forthcoming decisions:**

26. Correspondence and Exchange of Information  
*The following items have been received: None.*

**Other updates, time permitting:**

27. Other updates
28. Items for the next agenda
29. Date and time of the next meeting to be confirmed as Monday, 1 June 2026 at 6.45pm