

NOTICE OF A MEETING

ANNUAL PARISH MEETING (PARISH ASSEMBLY)

The Annual Parish Assembly for the Parish of Linton will be held on 12 May 2026, commencing at 7pm to 7pm at the Linton Brick Rooms, Main Street. Linton.

The Annual Parish Meeting is an opportunity for parishioners on the Electoral Roll for Linton to raise any matters of concern relating to their local community.

Mrs C M Orme

Clare Orme – Clerk/RFO to Linton Parish Council

AGENDA – Annual Parish Meeting (Parish Assembly)

26/01/PA – Chair's Introduction and Welcome

26/02/PA – Apologies for absence

26/03/PA – Annual Report of the Council 2025/2026

26/04/PA – Minutes of the Annual Parish Meeting dated 13 May 2025 for approval (Parish Assembly)

26/05/PA – Open Forum for residents to ask questions, raise issues or make comment.

26/05/PA - Close of Meeting

Linton Parish Council

Clerk: Mrs C Orme

Address: Linton Parish Council, 110 New Road, Newhall, Swadlincote, Derbyshire. DE11 0TH

Tel: 0771 9599132

NOTICE OF A MEETING

Published: 01.05.2026

To Members of the Council

You are hereby summoned to attend the Linton Parish Council meeting to be held at 7.00pm on Tuesday 12 May 2026 at the Brick Rooms, Linton.

Clare M Orme

Clare Orme, Clerk/RFO to Linton Parish Council

PARISH COUNCIL MEMBERS

Cllr Alistair Tilley
Cllr Hanna Rai Aytain
Cllr Phil Needham

Cllr Kevin Tizzard
Cllr Dawn Swinburn
4 Councillor Vacancy

Cllr Carole Browne
Cllr Steve Smith

RECORDING PARISH COUNCIL MEETINGS

Under the Openness of Local Government bodies regulations 2014, members of the public may film, photograph, and make audio recordings of the proceedings of the formal Council meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

- Notice is given that at the time agreed by the meeting; 15 minutes will be set aside for members of the public to make representation on any item on the agenda only.
- Any member of the public shall not speak for more than three minutes; this is strict and will be timed at the meeting. This is to allow the Parish Council to get through the business to be transacted at the meeting in a timely manner.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION OF MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for any other special reason. The public's exclusion from part or all of a meeting shall be by resolution of the Council, which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

Agenda

26/55 – Election of the Chairperson for the year 2026/2027 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4) - (1 min)

26/56 - Election of the Vice Chairperson for the year 2026/2027 (Local Govt Act 1972, s15 (6)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4) – (1 min)

26/57 - To receive apologies for absence. Local Govt Act 1972 s85 (1) – (1 min)

26/58 - Co Option of a Councillor, completion of the Declaration of Absence and the Completion of the Register of Members Interest Form. (3 mins)

26/59 - Variation of the Order of Business – (1 min)

26/60 - Declaration of Members Interests. Local Government Act 1972 s 83 (4) – (1min)

- a. To receive declarations of disclosable pecuniary interests and personal and prejudicial interests from members to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with LGA 1972 s117.
- b. To receive, consider and record Councillors requests for a disclosable pecuniary interest dispensation (section 31 Localism Act 2011) in connection with items on the agenda. Applications for this must be made in writing to the Clerk prior to the meeting.
- c. Register of Interests: Councillors are reminded of the need to keep updated their Register of Members Interests Forms as required. Chapter 7 of the Localism Act 2011 and the Councils Code of Conduct

Note: Members must generally declare a disclosable pecuniary interest which they have in any item on the agenda. A member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

26/61 - Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100 – (15 min)

- a. To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business on the agenda up to a total of 15 minutes This also includes any District or County Council Ward Members in attendance. No resolutions can be made under public speaking.
- b. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

26/62 - To confirm the minutes of the Linton Parish Council Meeting held on 14 April 2026 – (1 min)

26/63 - Parish Council Committee/Working Groups – to approve representation on the following Working Groups - (5 mins)

- a) Highways, Pavements, & Street Furniture Working Group Report
- b) Finance Committee Report – All Councillors and the Clerk
- c) Coton Park Recreation Ground Working Group Report
- d) Facilities Working Group Report
- e) Footpath and Forestry Working Group Report

26/64 - Outside Bodies - Other Meetings attended - Area Forum – to approve representation on the following outside body(1 min)

26/65 - To consider the following payments, any payments required after publication of the agenda will be advised at the meeting. – (3 min)

a. Payments List

Online Payments Date	Payee	Description	Amount	Power
01.05.2026	Bloomin Gardens	Maintenance	607.20	Open Space Act 1906 s9,10
01.05.2026	Salaries, Tax NIC and Pension contributions		1,200.97	LGA 1972 s112 – 119
01.05.2026	Rainbow Waste	Waste Collection	26.46	Open Space Act 1906 s9,10
01.05.2026	Aucuba Landscapes	Maintenance	409.14	Litter Act 1983, Section 5(6)
01.05.2026	Watson & Watson	Risk Assessment	1,260.00	Local Government Act 1972 – Section 111
01.05.2026	East Midlands Audit Services Ltd	Audit	100.00	Local Government Act 1972 – Section 111
01.05.2026	Clear Council	Insurance Cover	1,020.54	Local Government Act 1972 – Section 111

26/66/A – Year End Accounts as of 31 March 2026 – (15 - 30 mins)

A. Year End Accounts to 31.03.2026

Current Account	18,880.32
Reserve Account	96,359.59
Equals Card	<u>388.89</u>
Total	115,628.80

1. Section 1 – Annual Return - Annual Governance Statement 2025/2026 for approval

1. Consider the system of Internal Audit and the Review of Effectiveness of Internal Audit which has been in place between 01.04.2025 and 31.03.2026, before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.
2. To Consider any points raised by the Internal Auditor and the actions already taken by the Clerk/RFO and to be taken in the future.
3. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement

Box 1 - Has the Council put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

Box 2 - Has the Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its

effectiveness. Has the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

Box 3 - Has the Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations, and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances. Has the Council only done what it has the legal power to do and has it complied with Proper Practices in doing so?

Box 4 - Has the Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations? Has the Council during the year given all persons interested the opportunity to inspect and ask questions about the authority's accounts.

Box 5 - Has the Council carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Has the Council considered and documented the financial and other risks it faces and dealt with them properly.

Box 6 - Has the Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has the Council arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the smaller authority.

Box 7 - Has the Council taken appropriate action on all matters raised in reports from internal and external audit. Has the Council responded to matters brought to its attention by internal and external audit.

Box 8 - Has the Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have had a financial impact on the authority and, where appropriate, have the Council included them in the accounting statements. Has the Council disclosed everything it should about its business activity during the year including events taking place after the year end if relevant.

Box 9 - In the Councils capacity as the sole managing trustee, has the Council discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Has the Council met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

Box 10 – Has the council put in to place arrangements for the effective IT and data management in accordance with proper practice during the year under review. Has the Council made suitable arrangements for its IT and data management and have they complied with proper practice in doing so.

2. Section 2 – Annual Return – Accounting Statement 2025/2026

1. Consider the Accounting Statement by the members as a whole.
2. Approve the Accounting Statement by resolution including bank reconciliation, income/expenditure, and all other supporting documentation.
3. Ensure the Accounting statements is signed and dated by the Chair of the meeting and the Clerk/Responsible Financial Officer.

3. Confirm the dates of 3 June 2026 to 14 July 2026 for the Notice of Publication of unaudited Annual Governance and Accountability return for the year ending 31.03.2026 and the Provision of the Exercise of Public Rights. – (1 min)

25/67 – To consider and readoption of the following Parish Council Policies and Procedures for 2025/2026 (see Parish Council Website under Policies http://www.linton-pc.org.uk/Documents_42844.aspx) - (5 mins)

Code of Conduct	Financial Regulations	Standing Orders
Scheme of Delegation to the Clerk	Cookie Policy	Data Protection & Security Policy
Freedom of information Policy and Publication Scheme	GDPR Privacy Notice	Retention and Destruction Policy
Subject Access Request (SAR)	Complaints Procedure	General Reserve Policy
Dealing with abusive, persistent, and vexatious Policy	Dispensation Policy	Transparency Policy
Health and Safety Policy	Meeting attendance policy	Grant Awarding policy and application form
Protocol on Recording and filming Council Meetings	Public Participation at Meetings	Communication and social media Policy
Drone Policy	Illegal and unauthorised Encampments	Tree and Hedge Maintenance Policy
Councillor and Staff Training Policy	Disciplinary and Grievance Policy	Equality and Diversity Policy
Lone Working Policy	Protocol on Councillor and Officer Relationship	Recruitment and Selection Policy
Whistleblowing Policy	Dignity at Work Policy	Co-Option Policy

Roles and Responsibilities of a Councillor		
--	--	--

26/68 - Planning matters for consideration – (1 min)

- a. Applications for consideration - Town and Country Planning Act 1990, Sched. 1, para.8 - Right to be notified of planning applications if right has been requested. Any application received after publication of the agenda will be advised at the meeting.
- b. Linton Parish Council Members who are also Members of SDDC's Planning and/or Licensing Committee provide comments as a preliminary view only at this stage, and they may change their view when they hear all the evidence at a meeting of South Derbyshire District Council's Planning and/or Licensing Committee.

Planning Ref	Details	Location	Consultation End Date
DMPA/2026/0463	Erection of a stone sculpture with concrete base	Foxley Wood, Linton Heath, Linton, Swadlincote, DE12 6PE	20.05.2026
DMPA/2026/0464	Erection of a stone sculpture with concrete base at	Rickman's Corner Community Centre, Linton Heath, Linton, Swadlincote, DE12 6PE	19.05.2026
DMOT/2026/0162	Works to and removal of trees covered by South Derbyshire District Council TPO 69	3 Manor Gardens, Linton, Swadlincote, DE12 6AB	13.05.2026

26/69 - Risk Assessments current updates – (5 mins)

- a) Watson and Watson Yearly Risk Assessment – To consider the new Repot at a cost of £1,050.00 + VAT
- a) Bloomin Gardens - Weekly Risk Assessments
- b) SDDC - Yearly Risk Assessments – Consider new quotes received.

26/70 - To note Items for information. – (1 min) – Information received by the Clerk via email and forwarded to Cllr between meetings.

- a) Road Closure, High Street Linton Swadlincote, 04/08/2026 - 06/08/2026
- b) Drakelow Development (Bridge and Bypass) Steer Group – Cllr Wheelton
- c) Funded Support Programme Available for South Derbyshire Businesses
- d) MP Parish Council Briefing
- e) Community News from Derbyshire County Council – 5 May 2026
- f) SDDC Parish Update – Cllr Wheelton
- g) FW: Agenda Pack for Annual Parish Meeting & Parish Council Meeting - Wednesday 13th May 2026 – Cllr Wheelton
- h) DCC Parish Councillor Update – Cllr Wheelton
- i) MP Parish Council Briefing
- j) Application ref. DMOT/2026/0536: Notification of planning application – Cllr Wheelton

- k) Derbyshire Police stats - 1ST APRIL 2026 - 30TH APRIL 2026
- l) Derbyshire Police - The Seales and surrounding areas
- m) Community News from Derbyshire County Council – 27 April 2026
- n) Recent planning decisions and update. – MP
- o) Drakelow Development (Bridge and Bypass) Steer Group – Cllr Wheelton
- p) Help Nature Return in the National Forest
- q) Community News from Derbyshire County Council – 20 April 2026

**26/71 - Date of the Linton Parish Council Meeting to be confirmed as
9 June 2026, at the Brick Rooms Linton, commencing at 7pm – (1 min)**