

Aldford and Saighton Parish Council
TO: ALL MEMBERS OF THE COUNCIL

Dear Member

You are HEREBY SUMMONED to attend the Annual General Meeting of the Council to be held on THURSDAY 7TH MAY 2026 AT 7.15PM at ALDFORD VILLAGE HALL for the purpose of transacting the business set out on the agenda below.

Yours sincerely

Claire Taylor

Clerk to Aldford and Saighton Parish Council

Members of the public and the press are welcome to attend. Further details available from the Clerk clerk@aldfordandsaighton-pc.gov.uk

1. APOLOGIES FOR ABSENCE. To receive and approve apologies for absence as reported to the Clerk.

2. ELECTION OF CHAIRMAN. To elect a Chairman of the Parish Council for the forthcoming year.

3. ACCEPTANCE OF OFFICE.

4. ELECTION OF VICE CHAIRMAN. To elect a Vice Chairman of the Parish Council for the forthcoming year.

5. DECLARATIONS OF INTEREST. Members are invited to declare any personal, prejudicial, or pecuniary interests they may have in any item on this agenda, subject to the rules regarding disclosure contained in the current Members' Code of Conduct and as defined by regulations.

6. PUBLIC PARTICIPATION (Limited to 10 minutes). Members of the public will be invited to comment on any items on the agenda before business commences.

7. POLICE/COMMUNITY SAFETY UPDATE.

i) PCSO update.

8. BOROUGH COUNCILLORS REPORT. To receive a report from the Borough Councillor.

9. MINUTES OF THE LAST MEETING. To approve the Minutes of the meeting held on 22 January 2026 as a true and accurate record.

10. MATTERS ARISING.

i) Defibrillator at Saughton.

ii) First Aid Training Course.

11. APPROVAL OF STATUTORY DOCUMENTS.

To readopt and approve unchanged the Parish Councils Standing Orders, Financial Regulations/appointment of signatories, Risk Assessment, CWAC Code of Conduct and Publication Scheme.

To revisit/adopt: IT Policy, GDPR Policy (Information & Data Protection), Safeguarding Policy, Accessibility Statement, Equality and Diversity Policy.

12. ACCOUNTS.

To approve the payment of salaries and expenses, the payment of invoices for goods received and services rendered, to note any receipts and to receive details of current balances.

i) Online banking: Unity Trust Bank.

13. ANNUAL AUDIT/ ANNUAL GOVERNANCE and ACCOUNTABILITY RETURN (AGAR) 2025/2026.

i) To note Internal Audit concluded by SJC Accountants.

ii) To approve AGAR Annual Statement of Accounts Part 1.

iii) To approve AGAR Annual Statement of Accounts Part 2.

iv) To declare Smaller Authorities Exemption from External Audit.

v) Appointment of Internal Auditor for 2026/2027.

14. PLANNING.

Existing Applications:

24/00008/LBC Village Stocks Chester Road Aldford Replacement of the timber stocks which are placed within stone supports.

24/03779/DIS Lea Mosses Farm Lea Lane Aldford Discharge of condition 4 (Habitat management and monitoring plan) of planning application **24/01661/FUL**.

25/03597/FUL Abbey Gate College Saughton Lane Installation of a barrier on main driveway.

25/04006/FUL Yew Tree Farm Buildings Saughton Lane Saughton Retrospective application for the installation of replacement and new rooflights to Barn Buildings 1 and 2 and for the addition of a rear dormer to Barn 1 following prior approvals 25/01376/PMA and 25/01377/PMA.

New Applications:

26/00259/CAT The Chapel House The Hill Aldford Oak (1468) – reduce upper crown north west and w in height to secondary developing north west, west at 10m.

26/00266/CAT 19 School Lane Aldford Ash (6260) – Reduce south scaffold at 6m over charging area by 3m to lessen union strain. Remove deadwood throughout the south, southwest, southeast crown.

26/01157/CAT Paddock Adjacent Saughton School Car Park Chester Lane Saughton Oak (4458) – Reduce branch south west at 5m by 5m to structural timber and finish with coronet.

Decided:

Approved: 25/02994/FUL 1 Saughton House Saughton Lane Saughton Erection of a wooden shed, wooden greenhouse, and siting of hot tub to be removed at the end of the occupancy of the property.

15. CORRESPONDENCE. To receive correspondence, publications and invitations and agree actions and attendees.

i) TTRO Deva Triathlon 7 June 2026.

ii) Insurance renewal invitation wef 1 June 2026.

iii) Invitation from Deewater Grange.

iv) IT: Clerks Gov.uk email address.

16. STANDING CONSIDERATION OF HIGHWAY MATTERS. Members may inform the Clerk of any issues regarding highways and footpaths.

i) Notification of suspension of works Lea Lane: Severn Trent water mains replacement scheme.

ii) TRO8666 Saughton Lane Saughton Temporary road closure 20th April 2026 for approximately 4 weeks.

iii) TRO8693 Chapel Lane 11 May 2026 Temporary traffic restriction for approximately 6 weeks.

iii) Update on damaged chevron sign outside Creamery Cottage Bruera.

17. DATE AND TIME OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on Thursday 24th September 2026 (tbc) at 7.15pm at Saughton Village Hall.