

Honingham Parish Council

Parish Councillors are hereby summoned, and members of the press and public are invited, to attend the Annual Parish Council Meeting to be held at 7:30pm on Wednesday 13th May 2026, in the Honingham Village Hall.

Clerk: Tiffany Cox

Date: 07/05/2026

AGENDA

1. Election of Chair.

To elect a Chair for the forthcoming year and sign the Declaration of Acceptance of Office.

2. Election of Vice-Chair.

To elect a Vice-Chair for the forthcoming year and sign the Declaration of Acceptance of Office.

3. Vacancy.

To consider co-opting up to three members of the Council.

4. Apologies.

To consider and approve apologies for absence.

5. Minutes.

To approve the minutes of the Parish Council Meeting dated Wednesday 8th April 2026.

6. Declaration of Interest.

6.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.

6.2. To consider any dispensation requests.

7. To receive updates on matters not elsewhere on the agenda.

No decision may be taken under this item.

7.1 To receive an update on Cattle Market meeting and note next steps.

7.2 To receive updated swing quotes.

7.3 To receive a price for rubber matting to go under the metal slide.

7.4 To receive an update on the purchase and location of a new dog waste bin and AGREE any action.

7.5 To receive an update on the switchover to a GOV email and domain.

7.6 To receive an update on the bus shelter works and faded sign at the junction of Norwich Road and Tudd Lane from Highways.

8. Correspondence.

8.1. Annual Parish Report - 2025-26 - Greg Peck - 04.04.2026 – Circulated.

8.2. Full Weekend Closure 24 - 27 Apr 2026 - 13.04.2026 - Circulated.

8.3. A47 North Tuddenham to Easton dualling scheme - Lyng Road closure 16/4/26 - Circulated

8.4. Spring Clean April 12th 13.04.2026 – Circulated.

8.5. A47 Traffic Mitigation Updates 06.05.2026 – Circulated.

9. Public Participation and Reports.

9.1. Open forum for members of the public.

10. Financial & Governance Matters

10.1. To receive an update on the purchase of a mobile device for the Parish Council.

10.2. To RESOLVE to AGREE the following payments and any others received before the meeting:

Glasdon	Dog Bin (£120 + £12.50 Delivery)	£ 132.31	£ 26.56	£ 159.37	
Robin Goreham	Internal Auditor	£ 70.00	£ -	£ 70.00	
ICO	Data Protection	£ 52.00	£ -	£ 52.00	
Staff Cost	Pay Month 1	£ 558.43	£ -	£ 558.43	
Staff Cost	Maternity Pay	£ 493.59	£ -	£ 493.59	
Precept Payment		£ -	£ -	£ -	£ 6,589.00

10.3. To receive and end of year bank reconciliation

10.4. To receive internal Audit Report for 25/26 and AGREE any actions

10.5. To receive AGAR and agree the following:

10.5.1. To RESOLVE to APPROVE Section 1 of the AGAR the Annual Governance Statement.

10.5.2. To RESOLVE to APPROVE Section 2 of the AGAR the Accounting Statement.

10.5. To note the Publication of Rights is from 1st June 2026 to 16th July 2026

10.6. To receive the explanation of variances report.

10.7. To review the Risk Management Policy and AGREE any action.

10.8. To note that a VAT return has been submitted for the financial year 2025/2026.

11 Next meeting of the council.

To note that the next meeting of the Council will be held on Wednesday 9th July at 7:30pm in the Honingham Village Hall