

Minutes of the Annual Parish Council meeting held on Monday 11 May 2026 at 7:00pm in Terrington Village Hall

1. Election and appointment of Councillor.

1.1 Election of Chairman

Cllr Bill Winning was nominated as Chairman of the Parish Council.

Proposed Cllr Kendrick Seconded Cllr Barber

Cllr Winning was elected unanimously and signed the Declaration of Acceptance to duly and faithfully fulfil the duties of Chairman of Terrington Parish Council.

1.2 Co-option of new Councillor

Philippa Grey, having signed the legal declaration that she is qualified to hold public office as a Parish Councillor of Terrington Parish Council was duly co-opted to fill the vacancy on the Parish Council and signed the declaration of acceptance of office that she will duly and faithfully fulfil her duties to the best of her judgement and ability.

2. Attendance and apologies.

Present: Cllr Winning, Cllr Barber, Cllr Barlow, Cllr Grey, Cllr Kendrick, Cllr Lewis (delayed arrived 20.05h) Kerr Wilson (Parish Clerk)

Apologies: Keith Adkins (RFO)

3. To confirm the minutes of the meeting of Terrington Parish Council held on Monday 9 March 2026.

The minutes of Terrington Parish Council held on Monday the 9th March were approved as a true and accurate record.

Proposed Cllr Winning

Seconded Cllr Barber

4. Declaration of interests - None

5. Finance

5.1 To note the following receipts:

11-3-2025 £450.00 burial fees.

24-3-2026 £512.74 VAT refund for May 2025 to February 2026.

30-4-2026 £4427.00 Parish Precept for 2025-26 from North Yorkshire Council.

The Council noted the above receipts.

5.2 To note the following payments against approved expenditure:

9-3-2026 £10.80 to Terrington Village Hall for the hire of the Wimbush Room for the January 2026 Parish Council Meeting (authorisation: 10-3-2025 Minute 4.7.5).

- 9-3-2026 £300 to Sally Chapman for Neighbourhood Plan work (authorisation: 8-9-2025 Minute 10).
- 18-3-2026 £52.00 to Cllr W Winning for annual subscription for cemetery green waste collection in 2026 (authorisation: 9-4-2026 Minute 4.5).
- 25-3-2026 Salary payments to Clerk (authorisation 10-3-2025 Minute 4.7.1) and RFO/Webmaster (authorisation: 11-8-2025 Minute 5) and tax to HMRC.
- 27-3-2026 £32.97 + £6.59 VAT to Keith Adkins for payment to Hostinger for terringtonpc.co.uk domain name registration for 3 years to March 2029 (authorisation: 9-3-2026 Minute 4.4).
- 7-4-2026 £47.00 direct debit annual payment for registration with the Information Commissioner's Office (authorisation: 9-2-2026 Minute 5.4).
- 17-4-2026 £227.65 to EON for electricity supply to defibrillator for year (authorisation: 9-3-2026 Minute 4.10.7).
- 24-4-2026 £248.00 for annual membership from 1-4-2025 of Yorkshire Local Councils Associations (authorisation: 9-3-2026 Minute 4.10.3).

The Council noted the above payments against approved expenditure.

- 5.3** To receive a final statement of receipts and payments for the Financial Year 2025-26 under each budget head.

The Council noted and received the final statement of receipts and payments for the financial year 2025-26 as set out under each budget head.

- 5.4** To certify, given that total receipts and total payments are both less than £25,000, that Terrington Parish Council is exempt from external audit for the financial year 2025-26 (page 3 of the AGAR).

The Council certified that the total receipts and total payments for Terrington Parish Council for the year 2025-26 were less than £25,000 and therefore the Council is exempt from external audit for the financial year 2025-26.

- 5.5** To receive the Annual Internal Audit Report for 2025-26 (page 4 of the AGAR) and consider if any action is needed.

The internal auditor confirmed that the financial control objectives were achieved but noted the absence of Health and Safety risk assessments for the Cemetery and volunteer work or evidence of a suitable Health and safety regime and insurance cover (internal control objective section C).

The Council agreed that work will begin to consider what risk assessment, health and safety regime and insurance is required.

- 5.6** To approve the Annual Governance Statement for 2025-26 (page 5 of the AGAR) and to consider if any action is needed.

The Council noted the need for appropriate insurance to address section 5 and will consult the Council's insurer for advice. With reference to section 10 the Council has now put in place a data protection policy (11-05-26 minute 7.1), IT policy (9-03-26 minute 5.1) and privacy policy (11-05-26 minute 7.2.).

Motion: The Council is invited to approve the Annual Governance Statement 2025-26 (AGAR page 5).

Proposed Cllr Winning

Seconded Cllr Barber

Resolution: *The Council was unanimous in approving the Annual Governance Statement 2025-26 (AGAR page 5)*

5.7 To approve the Accounting Statements for 2025-26 (AGAR page 6).

Motion: The Council is invited to approve the Accounting Statements for 2025-26 (AGAR page 6).

Proposed Cllr Barber

Seconded Cllr Barlow

Resolution: *The Council was unanimous in approving the Accounting Statements 2025-26 (AGAR page 6)*

5.8 To set the period of 30 working days for the exercise of public rights to begin on Wednesday 3 June 2026 and end on Tuesday 14 July 2026.

The Council agreed to set the period of 30 working days for the exercise of public rights to begin on the 3rd June 2026 and end on the 14th July 2026.

5.9 To agree that, in accordance with the relevant Accounts and Audit Regulations and the Transparency Code for Smaller Authorities, Terrington Parish Council will publish the following documents on its website:

Certificate of Exemption for 2025-26
Annual Internal Audit Report for 2025-26
Annual Governance Statement for 2025-26
Accounting Statements for 2025-26
Analysis of variances for 2025-26
Bank Reconciliation at 31 March 2026
Notice of the period for the exercise of public rights
List of items of expenditure above £100 during 2025-26
List of public land and building assets at 31 March 2026

Motion: In the interests of transparency, the Council is invited to agree to publish the above documents on its website.

Proposed Cllr Winning

Seconded Cllr Barber

Resolution: *The Council was unanimous in agreeing to publish the above documents on its website.*

5.10 To consider renewal of the annual insurance from 1 June 2026 given the renewal premium of £214.00 from Zurich Municipal (see the Policies section of TPC website for the policy schedule and policy document).

The Council agreed to the renewal of the annual insurance premium of £214 from Zurich Municipal,

6. Registration with the Information Commissioner's Office.

The Parish Council to note that the Responsible Finance Officer has confirmed that the Parish Council is now registered (reference no ZC110809) with the Information Commissioner's Office.

The Council noted that it is now registered with the Information Commissioner's Office

7. Assertion 10 and GDPR compliance requirements.

The Parish Council, having approved and adopted the Information Technology Policy and Website Accessibility Statement on 9 March 2026, is asked to review and approve the draft Data Protection Policy and Privacy Statement.

Cllr Winning pointed out that in the draft Data Protection Policy, the sentence 'TPC does not collect or hold any sensitive data' (section 2 under Sensitive data) should be deleted, since the Council in future, may be for legal reasons, required to hold such data.

Motion 7.1: That the Council approve and adopt the tabled Data Protection Policy (as amended by deleting the sentence referred to above).

Proposed Cllr Winning Seconded Cllr Barber

Resolution: *The Council was unanimous in approving and adopting the data protection policy as amended.*

With reference to Privacy Statement, Cllr Winning suggested that the word 'including' should be inserted after 'Other data controllers the Parish Council works with' to make it clear that the list is not confined to those listed.

Motion 7.2: That the Council approve and adopt the tabled Privacy Statement (as amended by adding the word 'including').

Proposed Cllr Winning Seconded Cllr Kendrick

Resolution: *The Council was unanimous in approving and adopting the Privacy Statement as amended.*

8. To discuss and agree a suitable GDPR training session for Councillors and staff to help understand their data protection responsibilities.

Action - The Clerk was asked to explore what options are available for basic GDPR training including the cost.

9. Terrington Parish Neighbourhood Plan.

The Council to receive an update.

Cllr Kendrick reported that the final Neighbourhood Plan has been through the necessary changes and is undergoing proof reading. NYC was expected to be able to issue a decision statement however, recent changes in legal requirements for neighbourhood plans has resulted in NYC needing to take legal advice, resulting in the decision being further delayed.

10. Residents request for use of the school swimming pool.

The Council has received a request from residents to ask the Council to approach Terrington Hall School requesting that residents be permitted to use the school swimming pool.

Cllr Winning reported that he has had a meeting with the Headmaster to enquire about the possibility of residents having the use of the school swimming pool. It was explained that there are a number of important reasons legal, practical and financial reasons why it is not possible to allow public access. These include, Health and Safety Regulations, legislation regarding safeguarding, insurance and liability, cost of maintenance, supervision and staff availability.

11. Wath Beck waterlogged footpath – The Council to receive an update.

Cllr Winning reported that he has been in touch again with the NYC public rights of way officer. Cllr Winning pointed out that local residents who walk the path and are familiar with the waterlogging problem, noticed the deterioration in the drainage started when the land drainage further up the hill was altered. As a result, the water runs down the hill and the path becomes waterlogged. Various suggestions were made for improving the drainage and the officer has agreed to re-visit the site.

12. North Yorkshire Parks & Countryside Service –

The Council to receive an introduction to the 'Path Keeper Scheme'.

Cllr Winning reported that North Yorkshire Council has a scheme that gives local groups permission to carry out basic maintenance tasks on the Rights of Way. The groups adopt a set of paths or agree a local area to cover. The types of tasks undertaken include vegetation clearance, surface repairs, minor bridge repairs, straightening signposts or way-marker posts, way-marking. It was suggested that someone from NYC should be invited to come and give a talk about the scheme to the Parish Council.

13. Howardian Hills National Landscape – HHNL having received funding to enable delivery of a number of local projects, has asked for expressions of interest by 29 May 2026. Cllr Winning suggested that the handrails at the steps from the Terrington Hall School playing fields onto farmland need attention.

14. Planning applications - ZE26/00210/73A. Removal of Condition 16 of approval 21/00053/FUL dated 21.05.21 to allow for the removal of the local needs occupancy condition. Cherry Garth, Terrington, YO60 6NS. The Council does not object to this application.

15. Matters for inclusion on next agenda

16. To agree dates for Council meetings for 2026/27

The Council agreed to set the following dates for Council meetings -

2026

Monday 29 June

Monday 14 September

Monday 9 November

2027

Monday 11 January

Monday 8 March

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TERRINGTON PARISH COUNCIL**END-OF-YEAR STATEMENT OF RECEIPTS AND PAYMENTS****Financial year: 2025-26****Statement date: 31/3/2026**

	<i>To date</i>	<i>VAT</i>	<i>Budget</i>
RECEIPTS	<i>excl VAT</i>		<i>excl VAT</i>
Parish precept	4300.00		4300.00
Burial fees	5105.00		2000.00
Grass cutting - NYC contribution	381.64		357.81
Building Society interest	251.48		150.00
Wayleave payment	12.65		12.65
VAT refund for last year		400.90	
VAT refund for this year		602.54	
R. Total receipts	<u>10050.77</u>	<u>1003.44</u>	
PAYMENTS			
Clerk's salary	1244.88		1270.00
RFO & webmaster's salary	699.86		600.00
Village Hall hire	72.00		150.00
YLCA membership	236.00		245.00
Insurance	214.00		250.00
Training & development	0.00		50.00
Internal audit	150.00		150.00
Cemetery waste collection	49.00		55.00
Grass cutting - village	2000.00	400.00	2000.00
Grass cutting - road verges	75.00	15.00	200.00
Defibrillator running costs	212.79	10.64	300.00
Defibrillator cabinet (general reserves)	449.00	89.80	0.00
Defibrillator battery (defib reserve fund)	269.50	53.90	0.00
Consumables	0.00		100.00
Maintenance of open spaces	118.03	23.60	300.00
Maintenance of cemetery	52.00		300.00
Neighbourhood Plan Steering Group	348.00	9.60	250.00
NP Repayment of unspent grant money	353.20		
Domain name subscription	32.97	6.59	
VE day commemoration (general reserves)	100.00		
Cemetery wall (cemetery reserve fund)	390.00		
P. Total payments	<u>7066.23</u>	<u>609.13</u>	

Surplus (= R - P)	2984.54	394.31
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NET BALANCES	
Total receipts incl VAT refund	11054.21
Total payments incl VAT	7675.36
Overall surplus	3378.85
Opening balance brought forward	15993.09
Closing balance carried forward	19371.94

RESERVES	
General reserves	15641.44
<i>Earmarked reserves</i>	
Burial Ground fund	2000.00
Tree fund	1500.00
Defibrillator fund	230.50
Total Earmarked reserves	3730.50
Total reserves	19371.94

BANK RECONCILIATION at 04/04/2026	
Balance on bank statements	
Barclays Bank	6226.11
Cambridge Building Society	13145.83
Plus petty cash	0.00
Plus uncleared receipts	0.00
Minus unrepresented payments	0.00
Net balance	19371.94