

Carham Parish Council

Website: www.carhamparish.org

**Summons to all Parish Councillors to attend the Annual Parish Assembly
to be held on Monday 11th May 2026 in St Cuthbert's Church, Carham commencing at 6.30 p.m.**

- The Chairman to present his Annual Report for 2025/26

Members of the public are invited to attend to ask questions or raise any issues relating to matters within the Parish.

(Sgnd.) Isabel Hunter
Clerk to Carham Parish Council

CARHAM PARISH COUNCIL

Parish Council website: www.carhamparish.org

Summons to all Parish Councillors to attend the Annual Parish Council Meeting to be held on Monday 11th May 2026 in St Cuthbert's Church, Carham commencing at 6.35 p.m., or on the rising of the Annual Parish Assembly.

AGENDA

- 1. Election of Chairman for 2026/27**
 - Parish Councillors to elect the Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 2. Election of Vice- Chairman for 2026/27**
 - Parish Councillors to elect the Vice-Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 3. Chairman's Annual Report.**
 - Parish Councillors to note The Chairman's Annual Report for 2025/26
- 4. Apologies for absence-** Parish Councillor J Chubb
- 5. Declaration of Interest**

Members are invited to declare any interest they may have in any of the items included on the agenda of this meeting.
- 6. Request for Dispensation**
 - (i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.
 - (ii) To consider requests for dispensation.
- 7. Minutes of the Parish Council Meeting held on 9th March 2026**

Parish Councillors to receive and endorse the Minutes of the Parish Council Meeting held on 9th March 2026 previously circulated.
- 8. Any matters arising from the Minutes**
 - Parish Councillors to receive any updates on items not covered on the Agenda
- 9. Parish Council Policies**
 - Parish Councillors to review & agree to adopt the previously circulated Parish Council's Standing Orders.
 - Parish Councillors to review & agree to adopt the previously circulated Parish Council's Complaints Procedure
 - Parish Councillors to agree to adopt the previously circulated Transparency Code for Smaller Authorities.

- Parish Councillors to agree to adopt the previously circulated Freedom of Information Model Publication Scheme, complete with guide to information provided by the Parish Council.
- Parish Councillors to consider and agree to adopt the previously circulated Risk Assessment.

10. County Councillor report

- Parish Councillors to receive an annual report from County Councillor M Mather

11. Annual Governance and Accountability Return for 2025/26

- 11.1 Parish Councillors to consider the revised Asset Register and agree it is up to date.
- 11.2 Parish Councillors to consider and agree any actions arising from the report of the internal auditor (copy attached)
- 11.3 Parish Councillors to approve the Annual Governance Statement (draft copy attached)
- 11.4 Parish Councillors to approve the draft annual accounts for 2025/26 (draft copy attached)
- 11.5 Parish Councillors to approve the Accounting Statement and Explanation of Variances (draft copy attached)
- 11.6 Parish Councillors to approve the Earmarked Reserves (draft copy attached)
- 11.7 Parish Councillors to confirm and approve the submission of the Certification of Exemption (draft copy attached)
- 11.8 Parish Councillors to agree a vote of thanks to the Internal Auditor.

12. Annual Insurance Premium

- Parish Councillors to agree the payment of £333.00 to Zurich Municipal for the 2026/27 Annual Insurance Premium.

13. Room hire

- Parish Councillors to consider the email from St Cuthbert's Church Carham in relation to an annual room hire fee of £185 for Parish Council meetings.
- Parish Councillors to agree next steps.

14. Financial Statement- as at 31st March 2026

- Current Account £ 319.07
- Instant Access Savings A/c £3004.24

15. Receipts

- Northumberland CC £ 1500.00 ½ Annual precept
- Bank of Scotland £ 2.30 Instant Access Savings A/c- Interest

16. Transfer

- Instant Access Savings A/c to Current A/c £1000.00

17. Accounts for Payment

- ICO £ 47.00 Annual Data Protection fee D/D (paid)
- Bank of Scotland £ 8.50 Monthly service charge x 2 (paid)
- E I Hunter £ 179.47 Salary 21.5 hours @ £13.91 per hour

- HMRC £ 119.60 PAYE
- Zurich Municipal £ 333.00 Annual Insurance premium
- V Poland £ 62.40 Annual Website fees

18. Play Area

- Parish Councillor J McGregor to provide a verbal update on the Expression of Interest for the land to be transferred to Carham Parish Council from Northumberland County Council.
- Parish Councillors to agree any actions.

19. Defibrillators

- Parish Councillors to receive any updates.
- Parish Councillors to consider any actions.

20. Parish Council noticeboard

- Parish Councillor M De Fusco to provide an update on the condition of the Parish Council noticeboard
- Parish Councillors to agree any actions.

21. Public Right of Ways

- The Chairman to provide a verbal update on the appeal Re Public Footpath No 37

22. Correspondence

- **North-East War Memorial Project-** Email- Request for a donation.
- **NCC-** Email- Notice of intention to commence preparation of the Northumberland Local Plan
- **Citizens Advice-** Email- Request for a donation

23. Parish Council meeting dates for 2026/27

- Parish Councillors to agree the dates for Parish Council meetings to be held in 2026/27

24. Any Other Business

25. Date of next meeting TBC

EXCLUSION OF PRESS AND PUBLIC

Parish Councillors passed the following resolution:

The Council may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.

26. Minutes of the Confidential Parish Council Meeting held on 9th March 2026

- Parish Councillors to receive and endorse the Confidential Minutes of the Parish Council Meeting held on 9th March 2026 previously circulated.

27. PreAPP-

- Parish Councillors to ratify the Parish Council's response to the recent PreApp Planning Application

28. Parish Councillor vacancies-

- Parish Councillors to consider any requests to become a Parish Councillor.

(Sgnd.) Isabel Hunter
Clerk to Carham Parish Council