NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

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Minutes the Annual Parish Council meeting held on Monday 27th May 2026 at 6.45 p.m.
In the Armoury Hall, Dean Road, Newnham.

In attendance: Cllrs N. Assirati, F. Bihlmeier, H. Blakeman, D. Harvey, J Larkham, M Penny, M Smith & N. Swiers. County Cllr R Hoyland, District Cllrs R Burton, A. Moore, the Clerk and 7 members of the public.

1. **To Elect a Chair & complete declaration of office.**
   Nominations: Cllr F. Bihlmeier, proposed Cllr H. Blakeman, Seconded Cllr D. Harvey .
   There being no further nominations Cllr Bihlmeier was elected unopposed.
   The declaration of Office was duly signed.
2. **To Receive and Accept Apologies for Absence.**
   Cllr C. Kenny
3. **To Elect a Vice Chair & complete declaration of office.**
   Nominations: Cllr N. Swiers, proposed Cllr F. Bihlmeier, Seconded Cllr H. Blakeman.
   There being no further nominations Cllr Swiers was elected unopposed.
   A declaration of Office was duly signed for Vice Chair.
4. **To approve the minutes of the previous council meeting on 29th April 2026.**
   Minutes of the meeting were duly approved
5. **To review and approve the latest issue of the Asset Register confirmed as correct by Cllr Bihlmeier and the Clerk.**
   Cllr Bihlmeier confirmed that the register is reviewed at the quarterly financial audit and the Clerk confirmed it was considered correct by the internal auditor. The register was therefore duly approved.
6. **To consider the effectiveness of Internal controls (Based on the Internal audit report & Quarterly financial checks at the Finance & Employment committee meeting)**
   Following approval of the Internal audit by IAC and successful quarterly financial checks, controls were approved as being in control
7. **To receive an updated from the Clerk on actions/observations arising from the Internal audit**
   The Clerk advised 4 minor observations were made two of which are now closed. The remain two are work in progress and posted on the website.
8. **To receive from the clerk confirmation of insurance cover for all insurable risks.**
   The Clerk confirmed that insurance cover is in place with Came & Co.
9. **To consider and approve the latest revision of the risk register.**
   The Clerk confirmed that the risk register (circulated to council) was correct and up to date. The register was approved by council
10. **To confirm council's "General Power of Competence" status**
    Two thirds of councillors are elected (2023 ordinary elected and the recent by election) and the Clerk being CiLCA approved confirms GPC status.
11. **To review current subscriptions to other bodies and agree continuation.**
    (currently GAPTC, ICO, Glos Playing fields & ICCM £110)
    It was resolved to continue these subscriptions

12. **To Agree Standing Committees –** (currently Finance and Employment, Highways, Planning & Burials)

Finance

- **To agree number of members -** Currently 5
- **To elect members of Committee**
  Currently Cllrs F. Bihlmeier. H. Blakeman. D. Harvey.
  C. Kenny & M. Smith (Chair),
- **To nominate a committee member to take responsibility for Asset validation.**
  Currently M. Smith
- **To approve terms of reference**

Note: One member to be a non-signatory for auditing purposes (currently M. Smith)
Resolved that the above members should continue in their roles and the terms of reference were approved

Highways

- **To agree number of members -** Currently 3
- **To elect members of Committee**
  Currently Cllrs J Larkham & M. Penny
- **To approve terms of reference**

Resolved that the Cllrs Larkham & Penny should continue in their roles and that Cllr Assirati would join them. The terms of reference were approved

Planning

- **To agree number of members** – Currently 4
- **To elect members of Committee**
  Currently Cllrs F Bihlmeier, C Kenny & M. Penny
- **To approve terms of reference**

Resolved that Cllrs F Bihlmeier, C Kenny & M. Penny should continue in their roles and that Cllr Assirati would join them. The terms of reference were approved

Burials

- **To agree number of members** – Currently 3 (inc Co-opted PCC rep)
- **To elect members of Committee**
  Currently **J**. Larkham (No PCC rep)
- **To approve terms of reference.**

Resolved that Cllr Larkham would continue in the role and be joined by Cllr Smith. The Clerk was requested to approach the PCC for a representative.

The Clerk committed to circulating terms of reference for all committees to councillors for future reference.

13. To Consider appointments of Councillors to external Bodies.

- None

14. **To Consider appointment of Liaison Cllrs to other Organisations**

- **Allotment Holders** currently Cllr Larkham

Cllr Larkham was reappointed and Cllr Assirati volunteered to shadow Cllr Larkham as this is her last year on the PC before local elections take place in2027

15. To Review and re adopt revised Standing Orders 2018 rev. Updated July 22

Note: further update of Standing Orders to be completed and approved
It was resolved to approve S.O's and the Clerk committed to presenting updated standing orders at a future meeting.

16. **To Review and adopt financial regulations (2024) revision updated Sept 25**
It was resolved to approve Financial regulations and the Clerk committed to updating regulations with tender levels to match those contained within standing orders.

17. **To Consider re- adoption of all procedures/policies.**
Procedures - Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, General Data Protection Regulations & Code of Conduct.
Policies – Internal controls, Document retention policy, IT Policy, ICO model publication scheme, Asset management & Treasury and Investment & Signage.
Following confirmation from the Clerk that all policies and procedures are in line with latest requirements. It was resolved to readopt them all en bloc

18. **To confirm continuation of payments using the BACS process and cheques.**
It was **resolved** to continue making payments via BACS with cheques as a back up if necessary**.**

19. **To confirm current bank signatories (BACS & Cheques) and agree additional signees.**
Currently Cllrs F Bihlmeier, H. Blakeman, D. Harvey, C Kenny, N. Swiers, Plus Clerk
Note: Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
It was resolved that current signatories will remain in place.

20. **To Confirm payment by Direct Debit of Green Octopus utility** (Clock Tower & changing rooms), **WaterPlus** (Changing room) **Vodafone mobile, Information Commissioners Office, Lloyds Bank** (Admin fees) **& PWLB loan.**
It was **resolved** to continue making payments via Direct Debit

21. **To continue to the ongoing contract with "PATA" to process all payroll activity.**
It was **resolved** to continue with this contract.

22. **To continue to the ongoing contract with "Forest Equipment Services" for waste removal**

23. **To continue the ongoing contract with "The Play Inspection Company"**
It was **resolved** to continue with this contract.

24. **To confirm the independence of the Internal Auditor "IAC" and continue the contract for Internal audit & Data Protection Officer services.**
The independence of the auditor was confirmed and **resolved** to continue with this contract.

25. **To review and agree continuation of annual RPI increases** (as of December data) **to the following: Allotment rents, Burial charges & Parking fees** (or £10 whichever is greater for parking)
It was **resolved** to continue with these increases.

26. **Approve dates for Council and committee meetings from June 26 to April 27**
It was **resolved** to approve the meeting schedule.

There being no further business the meeting close at 7.10 pm.

Signed……. Dated……