

AMBER HILL ANNUAL PARISH COUNCIL MEETING

18TH May 2026

Temporary address

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Chair: Councillor Mr C Stephenson

Temp Clerk: Mrs Kathy Roberts

You are hereby summoned to attend the Annual meeting of Amber Hill Parish Council, which will be held on Monday 18th May 2026, meeting at Hubberts Bridge Community Centre. The business to be dealt with at the meeting is listed in the agenda.

Agenda

1. Election of Chairman
2. Receipt of Chairman's Declaration of Acceptance
3. Election of a Vice-Chairman
4. Receipt of Vice Chairman's Declaration of Acceptance

Standing Orders suspended – to allow for Public Forum if required up to 15 minutes are allowed during which members of the public may ask questions or make short statements to the Council (for a maximum of 3 minutes per person). **Standing Orders – reinstated**

5. Chairs remarks
6. Apologies for absence and reasons given
7. To receive any declarations of interest in accordance with the Localism Act 2011 and to consider any requests for dispensations
8. Approval of the Accounts for the year ending 31st March 2026
9. Appointment of a Representative to the Playing Field Committee
10. Review and adoption of Standing Orders.
11. Review and adoption of Financial Regulations
12. Review of inventory of assets
13. Review and confirmation of arrangements for insurance cover in respect of all insured risks
14. Draft minutes of the meeting held on 16.03.26 to be confirmed and signed as minutes
15. To receive reports from Borough & County Councillors if in attendance.
16. Internal Audit & AGAR – review and approval of Audit Documents
 - a Review of Internal Audit report
 - b To consider and complete the Annual Governance Statement
 - c Accounting statements 2025/26
 - d Explanation of variances & reconciliation between box 7 & 8
 - e Certificate of exemption
 - f. To approve the dates of published electors rights 3/6/26 to 4/7/26

K. Roberts, 07/05/2026

Monday 18th May 2026

17. Clerk has no access to bank statements - Payments due
 - (a) £250 – final salary payable to former clerk to be paid as requested by executors
 - (b) Firths – April, May
 - (c) Temp clerk payment £400 as agreed contract signed March 16th
 - (d) HMRC payment temp clerk £112.45 (12.45 employers NI)
 - (e) Hubberts Bridge hall – 2 x £24 meetings Jan, March,
 - (f) Bank charges – paid £4.25, £5.25 April & March taken at source.
 - (g) Insurance – Zurich - £216.86
 - (h) Internal Auditor Mrs V Clark - £43.50
18. Planning applications and Decisions – **B/26/0181** ; Deansgate House, Claydyke Bank, Amber Hill, Boston, PE20 3RL- **Proposed single storey rear extension to existing dwelling.**
19. Clerks report and Correspondence
20. Reports from councillors and any actions required.
21. Items for next agenda

TO RESOLVE TO HOLD CLOSED SESSION. Pursuant to the of Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from this section of the meeting.

- a. To discuss Councils requirements of employing a clerk & reporting to HMRC advice from LALC
- b. To discuss contractual details of employment of Parish Clerk
- c. To agree salary scale and hours for recruitment documents

PLEASE NOTE CHANGE OF DATE DUE TO HALL NOT BEING AVAILABLE

Date of next meeting 13th July

K. Roberts, 07/05/2026

Monday 18th May 2026