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## **LAXTON PARISH COUNCIL**

### **PUBLIC NOTICE**

Members of the public and press are invited to address the parish council during the PUBLIC PARTICIPATION agenda item at the parish council meeting which will follow both the ANNUAL PARISH MEETING and the ANNUAL PARISH COUNCIL MEETING, to be held on Thursday 28 May 2026 7pm at Laxton Victory Hall.

**Councillor Jackie Goulden,**

**Chair of Laxton Parish Council**

Email: [clerk@laxtonpc.org.uk](mailto:clerk@laxtonpc.org.uk)

20 May 2026



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## NOTICE OF ANNUAL PARISH MEETING AGENDA

The Laxton Annual Parish Assembly will be held at the Victory Hall, Laxton on:

**Thursday 28<sup>th</sup> May 2026, at 7.00pm**

### A G E N D A

1. Apologies for the ANNUAL PARISH MEETING.
2. To elect a Chair for the duration of the ANNUAL PARISH MEETING.
3. Approval of minutes of the Annual Parish Assembly held on 28 May 2025.
4. Review of 2025/26 Report - Chair of Laxton Parish Council.
5. Question Time – any questions / comments / suggestions relating to any aspect of village life.



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## NOTICE OF ANNUAL PARISH COUNCIL MEETING AGENDA

The Laxton Annual Parish Assembly will be held at the Victory Hall, Laxton on:

**Thursday 28<sup>th</sup> May 2026, at 7.00pm**

1. To elect a Chair until the Annual Meeting of the Council in May 2027.
2. Apologies
3. Any declarations of interest.
4. To elect a Vice-Chair until the Annual Meeting of the Council in May 2027.
5. Confirmation of internal and external auditors.



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20/05/2026

To: All Members of the Council

You are summoned to attend the **Annual Meeting** of **Laxton Parish Council** that will be held on **Thursday 28 May 2026, following the Annual Parish Assembly, which begins at 7:00pm**, to transact the business set out below. The meeting will take place at Laxton Victory Hall, Station Road, Laxton, DN14 7TW. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'P. Hunt'.

Clerk to the Council

## A G E N D A

1. To receive apologies for absence.
2. To record declarations of interest by any member of the council in respect of the agenda items below.
3. To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 25 March, 2026 as a true and correct record.
4. Public Participation - to temporarily suspend the meeting to receive questions from the public.



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5. To agree to reopen the meeting following suspension.
6. To decide on the appointment of Personnel Committee Members.
7. To decide on the Appointment to Saltmarshe and Laxton Charity.
8. To decide a representative for Sixpenny Wood Wind Farm
9. To decide on the Appointment to Laxton Allotments Committee .
10. To agree meeting dates for 2026/27 – 29 July, 30 Sept, 25 Nov 2026, 27 Jan, 31 March, 26 May 2027.
11. To receive the action log from the Clerk.
12. To receive an update from Ward Councillors.
13. To receive an update from Parish Councillors.
  - i. Generator Servicing
  - ii. Road Maintenance
14. To discuss the following correspondence:
  - i. ERNLLCA – March Newsletter
  - ii. Norther Rail – CCTV Request
  - iii. ERYC – Winter Maintenance
  - iv. ERNLLCA – April Newsletter
  - v. PCSO Liz Johnson – CCTV Information
  - vi. Howden Clerk – CCTV Information
  - vii. ERYC – Planning Consultation
  - viii. ERNLLC – Conference Invitation
  - ix. PWLB – Outstanding Balance
  - x. Parish Open Door – TMCE Expression of Interest
  - xi. ERYC – Town and Parish Council Meeting Invite
  - xii. ERNLLCA – Martyn’s Law
  - xiii. School Playground Company – Complimentary Visit



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15. To discuss planning application.
16. To agree to submit an exemption for External Audit.
17. To approve the schedule of accounts for payment.
18. To agree any agenda items for the next Parish Council meeting in July 2026.

## Laxton Parish Council Action Log

Action	Status	Lead	Update
Check status of the Cotness Footbridge Bridge.	Ongoing	Clerk	ERYC /Landowner update meeting - W/B 21 November 2023. Outcome not yet clear but getting closer.
Check expected repair time of bridge at Skelton footpath.	Ongoing	Clerk	Badger Sett holding up works. 14/10 update - New bridge required, but badger sett underneath the footings and the placement site and so consultation with Natural England required / underway. Clerk asked Kiplin PC whether they have had update.
Review provision of equipment at the Allotment Gardens	Ongoing	Clerk	Tenants to be asked if they wish to purchase equipment
Convene a playground committee meeting with Councillor Watson as the Parish Council's representative.	Ongoing	Clerk	Cllr Watson and Cllr Linfoot to look into funding & conduct survey to see demand in the parish.
Road Slippage	Ongoing	Clerk	Reported to ERYC, who will endeavor to address in 25/26
Email addresses - new councillors	Ongoing	Clerk	Cllr Moore to confirm access

## Laxton Parish Council Correspondence Record

**14<sup>th</sup> March 2026 to 16<sup>th</sup> May 2026**

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on [clerk@laxtonpc.org.uk](mailto:clerk@laxtonpc.org.uk) or contact 07354601672.

From	Purpose of Correspondence
ERNLLCA	March Newsletter
Northern Rail	<p style="text-align: center;">CCTV Access:</p> <p>Unfortunately Northern do not have any CCTV that we operate at this train station. If there are cameras present at this location the are likely to be operated by a different company such as Network Rail or a private company.</p> <p style="text-align: center;">As this is the case I am unable to assist with your request to ascertain any footage from these.</p>
ERYC	Winter Maintenance – Salt Bin charges 26/27
ERNLLCA	April Newsletter
PCSO Liz Johnson	CCTV Information, directed to Howden Clerk
Howden Clerk	CCTV Information
ERYC	<p style="text-align: center;">Planning Consultation:</p> <p style="text-align: center;"><b>26/00850/PLF</b></p> <p>Erection of single storey extensions to front and side following demolition of existing garage, erection of porch to side, construction of new roof with dormers to front and rooflights to rear, installation of first and second floor windows to side and conversion of loft space to form additional living accommodation                      High Metham Farmhouse Celery Bank Laxton East Riding Of Yorkshire DN14 7YD</p>
ERNLLCA	Invitation to conference – 29 <sup>th</sup> September 2026 at Lazatt
PWLB	Statement – outstanding balance.
Parish Open Door	Lantra Traffic Management for Community Events (TMCE) – Expression of Interest

ERYC	Town and Parish Council Liaison Meeting Invite
ERNLLCA	<p data-bbox="517 236 2027 308">ERNLLCA would like to share a number of important updates with you regarding new legislation, Martyn’s Law, and upcoming training opportunities with partner providers.</p> <p data-bbox="557 347 1984 379">Recent changes to legislation mean that councillors’ home addresses will now be treated with greater privacy:</p> <p data-bbox="1128 384 1417 416"><b>Before this change:</b></p> <ul data-bbox="853 424 1738 491" style="list-style-type: none"> <li>• Councillors’ home addresses were often publicly listed</li> <li>• They could only be withheld in specific “sensitive interest” cases</li> </ul> <p data-bbox="1137 496 1408 528"><b>After this change:</b></p> <ul data-bbox="1061 536 1552 676" style="list-style-type: none"> <li>• Addresses are private by default</li> <li>• The public register will show: <ul style="list-style-type: none"> <li>○ The existence of an interest</li> <li>○ But not the actual address</li> </ul> </li> </ul> <p data-bbox="517 684 2027 788">Under the new Section 32A, councillors’ home addresses will automatically be withheld from public registers, unless the individual member chooses to opt in. Where an address is withheld, the register must still state that an interest exists, but that the address has been excluded.</p> <p data-bbox="672 798 1872 828">This change is intended to enhance the safety and privacy of elected and co-opted members.</p> <p data-bbox="801 833 1742 865"><a href="#">Section 65, English Devolution and Community Empowerment Act 2026</a></p>

School Playground  
Company

I am visiting parish councils and community parks BROUGH during the first 2 weeks of June, to discuss developments to their play provisions.

Whilst I am visiting, I like to get in touch with other local parishes to ascertain if you would benefit from a complimentary visit from us? If outdoor play developments are on your agenda, we would love to hear from you. We have alternative appointments available throughout the summer if that works better with your diary.

Why partner with us?

- Over 20 years industry expertise
- Complimentary design and quotation
- Industry leading warranty and guarantees
- Exceptional customer service and after care
- UK's only true independent play provider with access to over 2,500 products
- Top up funding available for up to 10% of your budget on all orders placed before end of June

At [The School Playground Specialists](#), we can support in all aspects of outdoor development. Whether you require new equipment, replacements or enhancements, our expert team will work closely with you to create a custom solution tailored to your requirements.

I would love the opportunity to come and meet with you and discuss your future playground plans.

Kind Regards,

Dan

Laxton Parish Council

Accounts for Payment – APRIL / MAY 2026

**Payments made to be noted**

<b>Payee</b>	<b>Details</b>	<b>Total £</b>
ERNLLCA	Membership Fee	332.53
Tesco Mobile	Contract	21.63
Poppy Hunt	Email Renewal (Easily.uk)	65.17
Andrew Bradburn	Gardening	25
PWL	Loan	1,570.72

**Receipts to be noted**

<b>Payee</b>	<b>Details</b>	<b>Total £</b>
HMRC	VAT Reclaim	119.73
ERYC	Precept	3,864
Resident	Allotment	40
Resident	Allotment	20
Resident	Allotment	50

**Payments to be Authorised**

<b>Payee</b>	<b>Details</b>	<b>Total £</b>
Poppy Hunt	April and May	232.60
HMRC	April and May	41.20

## ANNUAL ASSEMBLY OF THE PARISH OF LAXTON

7:00pm, 28 May 2025

**PRESENT:** Councillors Goulden (Chair), Sweeting (Deputy Chair), S Yarrow, M Yarrow and Watson.

Apologies were received from Councillor Huntley.

There were two members of the public present and 3 members of the Victory Hall Committee.

Clerk: Alan Bravey, Poppy Hunt

28/25 **MINUTES – Resolved** - That the minutes of the Parish Assembly held on the 22<sup>nd</sup> May 2024 should be agreed as a correct record and signed by the Chairman.

29/25 **CHAIR'S UPDATE** - The Chair of Laxton Parish Council provided an update on the work of the Parish Council during 2024/25.

30/25 **NEW VICTORY HALL COMITEE, WELCOME AND UPDATE** - 3 members of the new Victory Hall Committee were present including the chair, vice chair and secretary. Together they gave an update on the future of the Victory Hall. It was noted that there are 9 trustees in total and discussed that the Parish Council will elect a final trustee. They informed us that they are working closely as a new team with the previous trustees, holding weekly meetings as they progress with the handover. It was noted that the Victory Hall currently have 3 years worth of reserves and they expect to continue this as the minimum with the annual Laxton 10k funding the running costs each year for the hall. They do however foresee that the flooring in the main hall will need repairs in the near future and are looking towards fundraising events to help with this. A discussion took place around transparency of accounts, the Chair has agreed to send this to the PC Clerk up until August 2024. An explanation was also given around the precepts the PC receive and how much we continue to pay for the existing repairs loan the PC has for the Victory Hall which will end in November 2027.

31/25 **QUESTION TIME** – A member of the public voiced that he was worried there had been noise complaints against his dog after a recent move within the village. The PC reassured that no members of the public had made a complaint however he wanted to reassure the community he is doing everything in his power to prevent this and doesn't want to cause any distress.

The Chair of Laxton Victory Hall asked for formal introductions, there for these were made by all members of the council, Victory Hall Committee and members of the public.

**SIGNED:**

**DATE**



## LAXTON PARISH COUNCIL

7pm Wednesday 25<sup>th</sup> March

**PRESENT:** Councillors Goulden (Chair), Watson (Deputy Chair), Huntley, Linfoot, M Yarrow and S Yarrow.

Clerk: Poppy Hunt

14/26 **APOLOGIES OF ABSENCE** – Cllr Moore not present.

15/26 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations of interest.

16/26 **MINUTES OF PREVIOUS MEETING – Resolved** – That the minutes of the meeting of the Council held on Wednesday 28<sup>th</sup> January 2026 be confirmed as a correct record and signed by the Chair.

17/26 **PUBLIC PARTICIPATION** – One representative from Laxton Vicory Hall.

18/26 **ACTION LOG – Agreed** – The clerk reported the following to the council:

- Status of Cotness and Skelton Footbridge – response from street scene.
- Allotment Gardens – tenants to be approached to see if they wish to purchase the equipment from the council.
- All Councillors have new compliant emails set up, Cllr Moore still to confirm access.
- Playground Committee – Survey ongoing.
- Finalise lease for land – complete, agreement signed with tenant.
- IT Policy – agreed by the council.

19/26 **WARD COUNCILLOR UPDATE** – No update. Clerk to email Parish Open Door.

20/26 **PARISH COUNCILLOR UPDATE**

- Cllr S Yarrow updated us on the purchase of an Easter flag.

21/26 **VICTORY HALL UPDATE** – A representative attended the Village Hall Network from ERNLLCA which they will be joining going forward. An update of upcoming events was shared. A couple of trustees have stepped down, they are currently looking for new trustees, the council asked if they could help in any way and agreed to share on Facebook.

22/26 **CORRESPONDENCE – Resolved** – i) that the following correspondence should be received by the Council:

- i. ERNLLCA – Warm Homes Briefing

- ii. ERNLLCA – Email address compliance
- iii. Street Scene – Update on Kiplin Bridge and Cotness Bridge.
- iv. ERNLLCA – Village Hall Conference
- v. NHS – Health Care Messages
- vi. Zurich – Insurance Policy
- vii. ERNLLCA – February Newsletter
- viii. McAfee – Anti-virus Policy
- ix. ERNLLCA – Training Plan 26/27
- x. ERYC – Salt Bin Invoice

**23/26 TO DISCUSS PUTTING UP A CCTV CAMERA IN THE VILLAGE – Ongoing** – A lengthy discussion was had taking into consideration privacy, location, and cost. Cllrs agreed to seek advice from the local PCSO’s, write to the Crime Commissioners Office about potential grants and the nearby rail station to ask for use of their existing cameras.

**24/26 TO DISCUSS PLANS TO HOST YORKSHIRE DAY CELEBRATIONS ON 1<sup>ST</sup> AUGUST – Ongoing** – It was agreed a joint up approach between the Village Hall and the Parish Council for events should be had. A separate events meeting is to take place between the Village Hall Committee and Parish Council on 29<sup>th</sup> April 2026.

**25/26 TO APPROVE THE SCHEDULE OF ACCOUNTS FOR PAYMENT – Resolved** – The accounts were approved.

**26/26 TO RECEIVE AGENDA ITEMS FOR THE 27<sup>th</sup> May**

**27/26 DATE AND TIME OF NEXT MEETING - Resolved** – that the date of the next meeting of the Parish Council would be 7pm on the 27<sup>th</sup> May.

**SIGNED:**

**DATE:**



# March 2026 Newsletter

## Why getting it right with an internal audit matters



A good internal audit isn't just a tick box exercise for local councils. It's a practical way to make sure your council is running smoothly, handling money properly, and staying complaint.

With the arrival of **Assertion 10** in the 2025/26 AGAR, local councils have additional requirements relating to websites, domains and data compliance.

Issues should be identified throughout the financial year and addressed. One important aspect of the process is the internal audit.

### What qualifies your internal auditor?

An internal auditor must be **independent** from a local council's financial management and decisionmaking. They must not be involved in running the council or handling its finances.

An internal auditor must be **competent**. This means they understand both local council governance and finance issues.

In plain English they aren't there to simply add up the numbers. They should also check to make sure things such as the correct policies are in place and that decisions are being made correctly.

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### *Key aspects of internal audits:*

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- Accurate and up-to-date bookkeeping, including proper records and reconciled bank statements.
- Strong financial controls, such as proper approval of payments, secure handling of money, and clear audit trails.
- Current Standing Orders and Financial Regulations that are tailored to the council and lawfully reviewed.
- A proper risk management process, including a risk policy and risk register.
- Compliance with transparency rules, ensuring required documents are published online.
- Website accessibility compliance, meeting WCAG 2.2 AA standards.
- GDPR and Data Protection compliance, with correct handling of personal data.
- Assertion 10 digital requirements, including use of a council owned email domain and a clear IT policy.
- Adequate insurance cover, such as public liability, employer's liability and fidelity guarantee, checked against the asset register.
- Proper safeguarding of assets, ensuring assets are recorded and well managed.
- Independence and reliability of financial information, confirming figures are correct and supported.
- Compliance with laws and regulations, checking the council follows the required policies and statutory duties

#### [What Happens If You Don't Get It Right?](#)

If you can't meet these, the internal auditor must flag it up. An incorrect "Yes" on the AGAR can lead to external audit issues, additional costs and in the worst case a public interest report.

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### *Our support to local councils*

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ERNLLCA offers guidance, training and useful template documents that can help councils get their governance and audit processes into good shape.

#### [AGAR Assertions Overview 25-26](#)

[Asset Register Pro-forma](#)

[Internal Audit Explanation](#)

[Template Letter of Engagement of Internal Auditor](#)

[Internal Audit Checklist 25-26](#)

[Financial Risk Assessment](#)

Free – **Finance for Councillors training or New Clerks' Finance**

## ERNLLCA membership renewals

Every member council should have received their membership renewal invoice last week.

Just in case you didn't know our membership fees are broken down into two sections:

- **ERNLLCA membership fee.** ERNLLCA has this year kept the increase of its membership fee as small as possible at just 1%.
- **National Association of Local Councils (NALC) association fee.** For this year NALC have set their element of the membership fees at 8.6p per elector (capped at £2,216).

ERNLLCA's core training has been expanded to include councillor social media skills, councillor data protection, finance for councillors and an introduction to planning alongside "Being a Good Councillor" and "Chair's Skills" as part of the membership fee.

Those attending from member councils will therefore **not be charged** for attending such training that takes place online.

## NALC updates



Make your voice heard in Westminster – NALC have launched a toolkit for parliamentary engagement. For more information and to register please visit [Engaging Parliament Toolkit](#)

NALC have updated the [advice note on public rights of way](#) to reflect the extended date of 1 January 2031 for recording footpaths and bridleways on the Definitive Map.

There are also updates to the following:

- [Advice note on basic charity law](#)
- [Advice note on Code of Recommended Practice on Local Authority Publicity and publicity during the pre-election period \(England\)](#)

From across the sector

As part of the Association of Democratic Services Officers' [Working in a Modern Democracy](#) programme, they're exploring how councillors feel about local democracy changing over the next five years. They have launched some new [engagement activities for councillors](#), and this includes a [Councillor Survey](#)



## Newsletter April 2026

### [Get prepared for the annual meeting](#)

All local councils must hold an annual meeting. As the name suggests this needs to happen every year. This year because there is no local election the annual meeting may be held on any day in May. Where the council does not fix a time for the annual meeting, that meeting must be held at 6 pm (LGA 1972, Sch 12, Paras 7 and 8).

At the annual meeting of a council, the first business must be the election of its chair. Upon election the chair must sign a declaration of their acceptance of that office. A chair is elected annually, and therefore, a declaration must be made every year by whoever is elected as chair (LGA 1972, S83(4)(a)).

Most local councils have standing orders setting out the business to be transacted at the annual meeting. Please see section 5 of the [NALC model Standing Orders](#).

## ERNLLCA Annual General Meeting

On the evening of Thursday 22 October 2026 ERNLLCA will be holding its Annual General Meeting (AGM) at 7pm remotely via Zoom.

Anyone from a Member Council can attend the AGM. However, only the two named delegates can vote on an issue during the meeting. It is possible for one of the delegates to be the Clerk.

It is essential that that Member Councils notify us about who their two delegates are. [Let us know who your delegates are today by completing this online form.](#)

Member councils can submit their motions for consideration to the AGM by [completing this form](#) by Monday 21 September 2026.

## ERNLLCA Conference 2026

Save the date



Join us for our latest conference being held on the 29th September at Lazaat Hotel, Woodhill Way, Cottingham, HU16 5SX

This year we will be hosting a talking tables style event, whereby delegates are welcome to join a table to engage with presenters on specialist topics and ask questions from the experts.

The theme for the conference is local elections and planning for the next four years

Topics for the day include:

- Elections and planning for the next 4 years – ERNLLCA

- Tools for planning and working together – Cloudy IT
- Emergency Planning – SAG
- Charity Trustee’s – Humber and Wolds Rural Action
- Martyn’s Law – Steve Tisseyre
- Community Engagement – Breakthrough Communications
- Engaging with the Big Lunch and positive community outcomes – Eden Project

We are pleased to announce this year sponsors as Cloudy IT, Hinckley & Rugby Building Society and Eibe Play Ltd. You will be able to talk to them throughout the day at their stall along with our other stall holders; CCLA and SLCC and of course our talking table hosts.

The day will run from 9.15 to 3.40pm and include a 2 course lunch and refreshments throughout the day. The cost will be £50 (plus VAT) for those with an electorate over 2000 and £35 (plus VAT) for first 15 councils with an electorate under 2000, reverting to £50 after these places have been filled.

## Training – including free sessions

Free sessions:

[Make Your Council Documents Accessible using MS Word - Booking page](#)

13/05/2026 1:45 pm - 2:30 pm

Tips and guidance for producing key documents such as agendas, minutes, and reports—and ensuring they are accessible to all members of your community.

### **Free – HR for councils - From Challenge to Action: 10 HR issues councils must address now**

Councils are under increasing pressure.

With ongoing employment law changes and a growing list of HR responsibilities, it’s becoming harder to stay compliant while managing day-to-day challenges and protecting your council, your people, and the public. This practical, solutions-focused webinar from WorkNest on 19 May at 2.00pm will help you make sense of the key challenges – and what you should be thinking about to address them.

Register here: <https://utmtracking.worknest.com/go/from-challenge-to-action-10-hr-ernllca>

### **Free – planning training**

**[An Introduction to Planning – please book one place per council initially – 3rd June 6.30-8pm - Free](#)**

This session is aimed to give councillors and clerks a basic understanding of the planning system. There will be a focus on the roles and responsibilities local councils in planning, including national and local planning, developer contributions and much more as well as guidance on how to respond effectively to planning applications, including the use of material considerations, and the role of councillors in all of this.

**Free – Prevention of Sexual Harassment at Work**

18/06/2026

6:30 pm - 8:00 pm

- The different types of harassment and protection from discrimination under UK law
- The difference between bullying, harassment and banter
- Examples of what amounts to sexual harassment
- Roles and responsibilities in promoting a safe work environment
- Raising concerns when witnessing or experiencing harassment

**[Prevention of Sexual Harassment at Work Booking page](#)**

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*We also have [Being a Good Cllr](#), [Chairs Skills](#) and [Clerk Induction](#) that are all free to book over various dates [Training & Events | ERNLLCA](#)*

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Other training available:

**[Planning Enforcements and Appeals – 10th June 6.30-7.30pm - £20/30 plus VAT](#)**

**[An Introduction to Neighbourhood Planning and Design Codes – 17th June 6.30-7.30pm - £20/30 plus VAT](#)**

**[Heritage issues and the Planning System – 30th June – 6.30-7.30pm - £20/30 plus VAT](#)**

**[Cemetery Operations & Compliance | ERNLLCA](#) – 14th and 15th July - £80 plus VAT**

## NALC Update

NALC have **[published a fully updated edition of The Good Councillor's Guide to Website Accessibility](#)**, offering parish and town councils practical, up-to-date support to meet their legal responsibilities and ensure their websites are accessible to all.

[NALC have welcomed the Home Office's statutory guidance for the Terrorism \(Protection of Premises\) Act 2025](#), commonly known as Martyn's Law.

NALC have [welcomed the publication of the Burial and Cremation Final Report by the Law Commission](#), which highlights clear progress on several of the sector's long-standing priorities. In particular, it reflects NALC's call for the modernisation of burial legislation.

## NALC questions and answers:

[Does a councillor commit an offence under the Bribery Act 2010 if they make a donation for selection boxes for local children?](#)

We were asked about a scenario in which a councillor proposed donating £300 to their council to purchase chocolate selection boxes for local children attending a council Christmas event, prompting concern from another councillor that this could raise potential bribery issues under the Bribery Act 2010. The first point we made was that the council received a cash donation (under Section 139 of the Local Government Act 1972). The council's internal financial processes would detail the donation, so there would be a record of it. Our view on the bribery point was that for a matter to constitute bribery, there must be evidence that the donation was made for the purposes of obtaining a benefit that would not otherwise be available, whether or not the desired benefit was actually received. We could not see any evidence that the donor was seeking a benefit from the council.

## [CCTV and the Data \(Use and Access\) Act 2025](#)

We have referred in previous bulletins to The Data (Use and Access) Act 2025 (the 2025 Act). Our view is that it will have limited application to the sector. The 2025 Act modifies the UK GDPR and the Data Protection Act 2018 to improve clarity and streamline certain processes.

We were asked about council CCTV use. Our advice was that parish and town councils need to comply with the basic data protection framework when operating CCTV that captures personal data (people identifiable in footage), for example, CCTV use for safeguarding council property. The 2025 Act also introduces a new lawful basis in the GDPR framework for processing personal data: "recognised legitimate interests". It includes things like crime prevention and safeguarding vulnerable people. While the requirement for the processing to be necessary remains, the need for a detailed legitimate interests' assessment, which balances the data controller's interest against the individual's interest, has been removed. That could make it easier for parish and town councils to justify recording CCTV in some situations without needing a full balancing test, as long as rights and safeguards are respected. It does not replace existing legal bases. Parish and town councils still need to decide and document which legal basis will apply to their CCTV data (such as legitimate interests and legal obligation). Parish and town councils cannot just record and use footage without a lawful basis. The Information Commissioner's Office has produced a [factsheet](#) on this subject.

The 2025 Act is being commenced in stages, and we will issue advice as and when any further relevant points come into effect.

#### [Meeting notice — Press and public excluded](#)

We were asked whether the ordinary notice requirements would still apply where a council had called an extraordinary meeting for the purpose of dealing with a matter that would be held in confidential session with the press and public excluded. Our view is yes, it would. Whether the press and public are excluded from a meeting or part of a meeting has no bearing on the statutory notice period. The notice requirements in Paragraph 10 (2) of Schedule 12 to the Local Government Act 1972 still apply.

#### [Use of the words "summons" and "summoned" in the meeting summons](#)

We were asked if the meeting summons to members must include the word "summons" in order to be lawful and valid. Our advice was that Paragraph 10 (2) (b) of the Local Government Act 1972 says that three clear days at least before a meeting of a parish or town council a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method. The provision does not specify a form of words to be used or whether the word "summons" has to be used or the person "summoned". Our view was that specifying it makes it clear what it is, so it should be used as good practice and to avoid any uncertainty.

### [NALC updated advice notes](#)

- [Basic charity law](#) to update the advice on procurement.
- [Code of Recommended Practice on Local Authority Publicity and publicity during the pre-election period \(England\)](#) to reflect the Local Government Association's guidance for the 2026 local elections.
- [Parish council meetings \(England\)](#) to add definitions (e.g. the Easter break period) to the notice to be given for council meetings section.
- [Planning for local councils](#) to give more clarification on the parish and town council roles.
- [Procurement](#), produced by our finance advisor, Parkinson Partnership LLP, provides clear explanations of the procurement framework under the Procurement Act 2023.
- [Public Rights of Way](#) to reflect the extended date of 1 January 2031 for recording footpaths and bridleways on the Definitive Map, which was brought in by the last government and extended the previous January 2026 deadline. The current government has expressed its intention to repeal the cut-off date altogether. This has yet to be enacted, and the 2031 deadline remains.



County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone (01482) 393939  
Hannah Harne Acting Director of Planning and Economic Growth

Your Ref:  
Our Ref: HH / DS  
Enquiries to: Hannah Harne  
Email: [Hannah.harne@eastriding.gov.uk](mailto:Hannah.harne@eastriding.gov.uk)  
Tel Direct: (01482) 393830  
Date: 14 May 2026

By Email

Dear Sir / Madam

## Annual Town and Parish Council Planning Liaison Meetings

We would like to invite members of the Town/Parish Council to attend one of our annual Town and Parish Council planning liaison meetings which will be held remotely via Teams on the following dates and times:

Tuesday 16 June – 10am (Teams)  
Thursday 18 June – 3:30pm (Teams)

The meetings will last no more than 2 hours. The aim of these meetings is to provide an update on various town planning matters. A draft agenda for the meetings is as follows. Please let us know if you have any further issues or items for the agenda that you would like to discuss:

1. Welcome and Introductions
2. Update from the Planning Department
3. East Riding Local Plan Update
4. Changes and Updates to National Planning Legislation
5. Feedback from Town & Parish Councils / Any Other Business

We hope that there will be interest in attending one of the sessions and would be grateful if you could contact Debbie Sutor by e-mail at [deborah.sutor@eastriding.gov.uk](mailto:deborah.sutor@eastriding.gov.uk) and Gail Heath at [gail.heath@eastriding.gov.uk](mailto:gail.heath@eastriding.gov.uk) to confirm the names and email addresses of who you would like to attend.

We will circulate the final agenda and Teams link to attendees prior to the meeting.

Yours sincerely

Hannah Harne  
Acting Director of Planning and Economic Growth

Adam Holmes/Stephen Hunt  
Interim Executive Director of Prosperity and Place