

**CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
on 28th May 2026, held in the Village Hall, Castleton**

These Minutes are hereby approved as a true and accurate record of the above annual meeting following Resolution of the Council at its next annual Parish Council meeting on in May 2027.

Signed Chair of meeting

Present: Cllr. J. Simm (Chair), Cllr. A. Darlington (Vice Chair), Cllr. M. Eyre, Cllr. Judge, Cllr. J. Stannard.

Also in attendance was the Clerk, Mrs T. Dale.

Meeting commenced 7.00pm.

APC 01/05/26	<p><u>New Council:</u> A: Cllr. Darlington stood down as Chair. Cllr. Darlington nominated Cllr. Simm for Chair, who was duly elected and agreed to take on the Office. (Prop AD, 2nd JJ, unan) Cllr. Simm signed the Declaration of Acceptance and retained the Chain of Office. B: Cllr. Simm stood down as Vice Chair. Cllr. Simm nominated Cllr Darlington for Vice-Chair, who agreed to take on the Office and was duly elected. (Prop. JS, 2nd JAS, unan.). Cllr. Darlington signed the Declaration of Acceptance.</p>
APC 02/05/26	<p><u>Apologies:</u> Apologies were received from Cllr. Adshead, Cllr. Spooner.</p>
APC 03/05/26	<p><u>Declaration of Personal or Pecuniary Interest:</u> No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.</p>
APC 04/05/26	<p><u>Public Participation:</u> There were no questions/issues raised.</p>
APC 05/05/26	<p><u>Annual Review of Policies and Documents:</u> Following discussion, it was agreed to adopt the following policies and to review them again in 12 months, or sooner, where necessary. (Prop AD, 2nd ME, unan)</p> <ul style="list-style-type: none"> i) Standing Orders ii) Financial Regulations iii) Code of Conduct iv) Burial Ground Policy and fees v) Equal Opportunity Policy vi) Data Protection Policy, Privacy Policy, Record Retention vii) Freedom of Information Policy viii) S.137 Policy ix) Complaints Procedure x) Risk Assessment xi) Facebook Policy xii) Privacy Policy xiii) Record Retention Policy xiv) IT Policy <p>To note: Whilst the Burial Ground Policy was adopted it was agreed to review again in July 2026.</p>
APC 06/05/26	<p><u>Annual Review of Inventory of Land, Buildings and Other Assets:</u> The Clerk explained that the Asset Register had been updated to include the Flood Pump, new laptop etc purchased in 2025/2026. (prop JAS, 2nd JS, unan)</p>

APC
07/05/26

Minutes of Last Meeting and Matters Relating Thereto:

The minutes of the previous Annual Parish Council meeting held on 28th May 2025 were then considered, the minutes were approved. (prop JJ, 2nd ME, unan)

APC
08/05/26

Council Ordinary Meetings:

It was agreed that the Council shall continue to hold its Ordinary Meetings in Castleton Village Hall (or such other place as specified on the agenda for the appropriate meeting), commencing at 7pm on the last Thursday of every calendar month excepting August and December. (*unless this be required to be changed by Law or Public Holiday) (prop JJ, 2nd JAS, unan)

APC
09/05/26

Finance:

A: To note the Council’s monetary assets in the following accounts as of 31st March 2026:

- i) National Westminster Bank Current Account
- ii) National Savings Investment Account

	Current Account	NS&I
Balance brought forward 01/04/25	£14,567.79	£18,859.17
Total Income	£18,563.41	£188.59
Total Expenditure	£21,762.02	£0.00
Balance	£11,369.18	£19,047.76
Last Statement Balance	£13,199.81	£19,047.76
Less un-presented cheques	£1,830.63	£0.00
Less this month’s payments	£0.00	£0.00
Available Balance 31/03/26	£11,369.18	£19,047.76

B: To approve and instruct the payment by cheque of presented invoiced items including the following: None further to include.

C: To note income and receipts of the Council.

- i) Castleton History Society – Donation to Peveril Post - £25.00
- ii) Rental – Poor Piece - £500.00
- iii) Rental – Three Roofs - £360.00
- iv) C. Eyre – Donation to Peveril Post - £50.00

Additional

Unrepresented cheques now expired.

- i) Gates Films Company - £1,250.00
- ii) Rural Services - £12.00

The Clerk gave a brief overview, as the financial position for the 2025-26 period had been discussed and agreed in full at the April 2026 ordinary meeting and included in the minutes.

The Clerk confirmed that all relevant financial documents were available on the Parish Council website and that it was pleasing to report that the 2025-26 internal audit had been completed with no issues raised. The Chair thanked the Clerk for all her work.

APC
10/05/26

Subscriptions:

The Parish Council reviewed the Councils subscriptions to other bodies:

- Membership to the Peak Park Parishes Forum 2026/27
- Membership to Derbyshire Association of Local Councils (DALC) 2026/27
- Membership to Rural Services Network 2026/27
- Microsoft Annual Subscription 2026/27
- Information Commissioners’ Office (ICO) Annual Subscription 2026/27

Following a brief discussion, it was agreed that the Parish Council would benefit from regular attendance at the Peak Park Parishes Forum. It was further agreed that a Councillor would attend on a rotational basis, with the representative to be selected at the Parish Council meeting preceding each forum.

APC
11/05/25

Insurance:

The Clerk confirmed arrangements for insurance cover in respect of all insurable risks was in place and is due for renewal.

The Chair thanked all those in attendance and closed the meeting.

MEETING CLOSED 7.21pm.

The next Annual Meeting of the Council will be held in May 2027 in the Village Hall, Castleton.

UNADOPTED