

# ONEHOUSE PARISH COUNCIL

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You are hereby summoned to attend a meeting of Onehouse Parish Council convened by the Chair and to be held in Trinity Hall, Onehouse on Monday 8<sup>th</sup> June 2026 at 7.30 p.m.

**The agenda is:-**

- 1. Apologies for absence.**
- 2. To confirm and approve the minutes of the meeting on 11 May 2026.**
- 3. To receive members Declarations of Interest on agenda items and to consider any dispensation requests from councillors.**
- 4. Public comment.**
- 5. Report from County Cllr Bentley.**
- 6. Report from District Cllr Matthissen**
- 7. Planning Matters**
  - a) To discuss and make recommendation to MSDC on any applications received prior to this meeting:
  - b) To receive MSDC decisions on previously considered applications:  
DC/26/00134 – Erection of single storey front extension, first floor rear extension and alterations to form first floor ensuite at 83 Northfield Road, Onehouse, IP14 3HE. Permission granted.
- 8. To consider appointments to OHSMag Working Group.**
- 9. To receive and review the Internal Audit and take any necessary action.**
- 10. To compete and sign the Annual Governance Statement and Annual Return for the year ended 31 March 2026, including confirming dates of period for public exercise of rights.**
- 11. Finances**

To ratify the following payments

  - a) £687.79- Mrs V Swansborough, May 26 Clerk's Salary
  - b) £9.62– NEST, Clerk pension direct debit
  - c) £250.00 – Ray Taylor. Reimbursement for Paupers Mower

To approve payment of the following invoices.

  - d) £363– Gipping Press, June 26 OHSMag Printing
  - e) £50.00 – Mrs P Fuller. Clerk mentoring for audit
  - f) £1200.00-Emma Harrison, Neighbourhood Plan Data Profile
  - g) £49.00 – Ray Taylor, balance of cost for Paupers Mower

- h) £180.00 – L Chaplin T/as Greener Gardens, grass cutting
  - i) £240.00 – Tania Jones Accountancy, Internal Audit 2025/26
  - j) Any additional invoices received since agenda produced.
- To receive monthly financial report from the Clerk.

**12. To consider request from the Clerk for the mileage rate paid to them as an expense to be increased to 55p per mile, in line with HMRC guidelines and recent increase, and take any necessary action.**

**13. To review and adopt the Financial Risk Assessment, Internal Financial Control Procedures, Financial Regulations and Standing Orders.**

**14. To consider request to purchase replacement SIDS batteries and take any necessary action.**

**15. To receive an update on Onehouse Meadow, and take any necessary action.**

**16. To discuss residents request for additional dog waste bin near to the driving range on Lower Road, and take any necessary action.**

**17. To discuss residents' driving visibility concerns regarding hedging on the Bloor estate and take any necessary action.**

**18. To review and adopt the Terms of Reference for Working Groups, including review of the Neighbourhood Plan working group terms of reference.**

**19. To review and adopt the following policies: Accident Form, Complaints Procedure, Data Retention, Disciplinary Procedure, Electronic Communication & Social Media, Equality & Diversity, Freedom of Information & Subject Access Request Policy, Grievance Procedure for Employees, Health & Safety, Lone Worker, Planning, Reserves, Subject Access Request Procedure and Safeguarding Policy.**

**20. To receive an update on the Neighbourhood Plan, including an update on the walk-about meeting on 6<sup>th</sup> June, discussion on communication of the questionnaire to residents and agreeing costs for printing, and take any necessary action.**

**21. To discuss the future of the OHSMag and the editor position, including review of any applications to the editor role, considering advertising of position and arrangements for shortlisting and appointing, and take any necessary action.**

**22. To discuss a paid subscription for the provision of an online magazine and take any necessary action.**

**23. To discuss terms of reference for Paupers Graves Working Group and take any necessary action.**

**24. To receive an update on the provision of storage facilities, first aid equipment and PPE for volunteers at Paupers Grave and take any necessary action.**

**25. To receive an update on the Paupers Graves and take any necessary**

26. To confirm agreement to cover the cost of grass cutting of the playing field for 2026/27.
27. To discuss any action necessary regarding the Forest Road to Chilton Leys Footpath.
28. To receive an update on the purchase of play equipment for the playing field, consider funding opportunities, and take any necessary action.
29. To receive an update on the concreting of benches at the playing field, and take any necessary action.
30. To receive an update on the Rural Caravan and take any necessary action.
31. To receive an update on any events, including an update on the fete and consideration to funding the cost of a bird display, and take any necessary action.
32. To discuss Onehouse website and Facebook page and take any necessary action.
33. To receive correspondence/communications and to deal with any matters.
34. To receive reports:
  - a) Report from the Clerk
35. Questions to the Chair.
36. Items for next agenda.
37. To confirm date and time of the next Parish Council Meeting as Monday 13<sup>th</sup> July 2026 at 7.30pm.

2<sup>nd</sup> June 2026

***Mrs V J Swansborough***  
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