
Dunston with Coppenhall Parish Council

Wednesday 6th May 2026

To All Members of the Council

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Dunston with Coppenhall Parish Council scheduled to take place on Thursday 14th May 2026 7:30pm following on from the Annual Parish Meeting at Dunston Village Hall.

Anne Fletcher

Parish Clerk

AGENDA

ANNUAL PARISH ASSEMBLY

1. Chairman's welcome, and receive apologies for absence.
2. Public open forum for residents and local groups to discuss matters within the Parish
3. Chairmans report on last year's council activities.
4. To receive reports from District/County Councillors if in attendance on the last year's council activities.

ANNUAL MEETING OF PARISH COUNCIL

1. Election of Chairman for 2026/27
2. Declaration of Acceptance of Office – to be signed by the Chairman.
3. To note Apologies for Absence.
4. Declarations of Interest and Dispensations To receive declarations of interest from councillors on items on the agenda and consider and determine any requests for dispensation.
5. Minutes of Parish Council meeting held on Monday 2nd March 2026 – To approve the minutes of the Parish Council meeting held on Monday 2nd March 2026.
6. Public Open Forum; members of the public are invited to address the council for up to 5 minutes to raise new items or discuss an item on the agenda.
7. Matters arising from the last meeting:

- a. To receive an update on Co-opting and to co-opt any new members if present.
8. Parish matters:
 - a. To receive reports – County/District Councillors (For information only if present)
 - b. To receive reports – Parish Councillors (For information only)
 - c. To receive report from Clerk – if applicable.
9. To adopt –
 - a. Standing orders
 - b. Financial Regulations 2026
 - c. IT and Data Management Policy (New)
10. To consider and determine responses to planning applications.
26/00292/FUL – New means of enclosure at The Cottage, Wolverhampton Road, Dunston, ST18 9AB. Closing date 15th May 2026
11. To consider any Highways matters that need action and to review any previously reported.
12. Financial Matters:
 - a. To approve payments as shown on (appendix x)
 - b. To note receipt of the first half of the Precept
 - c. To approve the Annual Governance and Accountability Return as follows:*
 - i. To receive the annual bank reconciliation
 - ii. To receive the Annual Internal Audit Report and agree any actions.
 - iii. approve and sign The Annual Governance Statement
 - iv. To approve and sign The Accounting Statement
 - v. To approve the commencement date for the exercise of public rights
13. Any Correspondence Received
 - a. A letter received from Staffordshire County Council regarding Grit Bins. The Parish Council to discuss the location of grit bins within the village and who owns them, then respond by 31/07/26
14. Any other business
15. Date and time of next meeting – Monday 6th July 2026 7:30pm at Hyde Lea and Coppenhall Village Hall

Anne Fletcher, Parish Clerk to Dunston with Coppenhall Parish Council