

Clerk: Christine Adams

22 May 2026

Dear Members of Duddon Parish Council,

You are hereby summoned to attend the AGM Meeting of Duddon Parish Council to be held in the Rankin Room, Victory Hall, Broughton in Furness on Thursday 28th May 2026 at **19.30pm**

Agenda

1. **Election of Chairman**
2. **To receive the Chairman's Declaration of Acceptance.**
3. **Nomination of vice chair**
4. **Apologies**
To receive apologies for absence.
5. **Requests for Dispensations**
The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
6. **Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b. To declare any personal interests in items on the agenda and their nature.
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)
7. **To consider if there are any items on the agenda from which the press and public should be excluded.**
8. **Minutes**
To authorise the chair to sign the minutes of the meeting of the Council held on 23RD April 2026 as a true record.
9. **Chairs Annual Report and Announcements**

10. Public Participation

- a) Westmorland and Furness Cllr Matt Brereton's Report
- b) Local Police Report
- c) Residents are invited to give their views on items on this agenda or raise issues for future agendas. Please note that public participation is limited to a total of 15mins at the Chairs discretion.

11. Governing Documents and Polices

To review the following:

- Financial Regulations
- Standing Orders
- Code of Conduct
- Safeguarding Policy
- Health and Safety Policy
- Publication Scheme
- Social Media Policy
- Equal Opportunities Policy
- Risk Management Policy
- Risk Assessment
- GDPR policy
- Delegation Scheme
- IT Policy
- Retention of Documents
- Dignity at Work
- Protocol on the recoding and Filming of council and committee meetings
- Complaint procedure
- Volunteer Policy
- Privacy Policy
- Publication Scheme
- Appraisal Policy
- Whistleblowing Policy
- Sexual Harassment Policy
- Training and Development
- Appraisal Protocol

12. Subscriptions

To consider the renewal of the following subscriptions

- ICO
- CALC
- Office 365
- Allotments Association
- Scribe (Accounts)

13. Insurance

To consider the Insurance Renewal.

14. Calendar of Meetings 2026/27

To approve the calendar of meetings for 2026/27

15. Training

- a) [Data protection explained in three minutes - YouTube](#)
- b) To consider any training requirements for Cllrs and Clerk

- 16. Asset Register 2026**
To consider the current asset register
- 17. Internal Audit 2025/26**
To consider the 2025/26 Internal Audit
- 18. Annual Governance Statement 2025/26**
To consider the approval of the Annual Governance Statement (section 1 of the Annual Governance and Accountability Return)
- 19. Accounting Statements 2025/26**
To consider the approval of the Accounting Statements (section 2 of the Annual Governance and Accountability Return)

20. Planning Applications (Planning applications can be viewed on the relevant authority's website)

Ref: 2026/0432/FPA (Retrospective)
Location: Tinkers Mill Broughton-in-Furness LA20 6BS
Proposal: Insertion of a door and windows within the existing barn, extension including steps, retaining wall, parking and below ground workshop.

Non Consultation

Reference: 7/2026/5259
Location: Far Kiln Bank, Ulpha, Broughton-In-Furness, LA20 6EB
Proposal: 1 new building and 1 building extension for storage of hay/straw and fertiliser.

Applications Granted

Ref: 7/2026/5081
Location: Sykehouse Cottage, Church Street, Broughton in Furness, LA20 6ER
Proposal: Replace wooden conservatory with an aluminium conservatory

Ref: 7/2026/5082
Location: Sykehouse Cottage, Church Street, Broughton in Furness, LA20 6ER
Proposal: Replace wooden conservatory with an aluminium conservatory

Planning Outreach Programme

To consider the above programme

- 21. Community Led Plan**
Update from the Community Led Plan meeting and approval of suggested questions.
- 22. A595 Grizebeck Improvement Scheme**
To consider the invitation to the opening event in July
- 23. Progress matters**
- a) Skelly Crag
 - b) Charter Day
 - c) Allotments
- 24. Parish Clerks Position**
To consider the next steps in the process of employing a new parish clerk.

25. Financial Matters

To authorise payment of accounts (schedule attached)

26. Councillors Reports

Each Cllr is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.

27. Date of Next Meeting

To note that the next ordinary council meeting will be on 25th June 2026 in the Rankin Room at the Victory Hall.