

**\* Please be aware as this is a public meeting, it may be recorded for either publishing or record keeping purposes\***



## **STILTON PARISH COUNCIL**

www.stiltonparishcouncil.org



Parish Clerk: Julianne Lawrence  
The Parish Room, Church Street, Stilton  
clerk@stiltonparishcouncil.org

**To: Members of Stilton Parish Council**

Sir/Madam

You are hereby summoned to attend the meeting of **Stilton Parish Council** to be held on **Tuesday 8 March 2022** at the Church Meeting Room, Stilton at 7.30pm.

*Julianne Lawrence*

Julianne Lawrence  
Parish Clerk

2 March 2022

**THE PUBLIC AND PRESS ARE WELCOME**

### **AGENDA**

**PC194/21 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

**PC195/21 DECLARATIONS OF INTEREST**

To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

**PC196/21 PUBLIC PARTICIPATION**

A maximum of 15 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting.

**PC197/21 MINUTES**

To approve as a correct record the Minutes of the Parish Council meeting held on Tuesday 8 February 2022.

**PC198/21 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Members to hear/acknowledge reports from County Councillor Bywater and District Councillor Alban.

**PC199/21 COUNCILLOR RESIGNATION/VACANCY**

- a) The Chairman to notify of the resignation of Cllr Dee Darnell on 20/02/22
- b) The Parish Council resolves to acknowledge and thank Cllr Darnell for her work on

the Parish Council and in particular on the Play Park Project

c) Members to decide to advertise for the councillor vacancy or leave vacant until the Parish Council elections in May 2022.

**PC200/21 NEW COUNCILLOR APPLICATIONS**

Clerk to advise on applications for the councillor vacancies.

**PC201/21 FINANCIAL REPORT**

- a) Clerk/RFO to provide the bank reconciliation for February, March's wage report and the cash book summary (previously circulated)
- b) Expenditure for March to be approved (see below)
- c) Q4 VAT to be detailed
- d) Payment of £1,588.45 From CCC toward the grass cutting to be acknowledged.
- e) Clerk to advise on the revised figure for the Play Park project of £62,030.33 (£62,038.58 reported in PC179/21)

<b>To:</b>	<b>Reason:</b>	<b>Amount:</b>	<b>Authorised Ref:</b>
Fergusons	Village Maintenance	1,709.60	OSA1906,s.164
Businesswatch	Alarm/CCTV monthly maintenance	126.03	LGA76,s.19
Staff wages	Clerk, Pav Administrator, Caretaker salaries	2,626.70	LGA72,s.112
HMRC	Employee tax/NI and employer NI	446.8	LGA72,s.112
NEST	Employee/employer pension contribution	73.48	LGA72,s.112
Working Turf	Pitch maintenance	894.84	PHA1875,s.164
EON	Parish Room electricity	37.51	LGA76,s.19
EON	Pavilion Electricity	164.38	LGA76,s.19
EON	Pavilion Gas	TBC	LGA76,s.19
BT	Pavilion broadband	16.07	LGA76,s.19
EE	Staff mobile - Pavilion	10.03	LGA76,s.19
Julie Thompson	Pavilion cleaning - December	110.00	LGA76,s.19
Community Heartbeat	Village defibrillators, installation and training	4926.00	LGA72, s.111
IONOS	Website hosting/emails	16.79	LGA72,s.111
Barclays	Account charges	13.00	LGA72,s.151
Business Waste	Extra weight charge	5.47	LGA76, s.19
Business Waste	Pavilion bin emptying	TBC	LGA76, s.19
CAPALC	Clerk Election course	30.00	LGA72, s.111
SPC credit card	Virtual Landline	7.96	LGA72, s.111
SPC credit card	Gate lock	6.99	LGA72, s.111
SPC credit card	Pavilino High Chairs	116.85	LGA72, s.111
SPC credit card	Printer ink	17.00	LGA72, s.111
Church Meeting Room	Room hire for Feb meeting	10.00	LGA72, s.111
	<b>Monthly total:</b>	<b>11,365.50</b>	LGA72, s.111

**PC202/21 PURCHASE OF GALA CLOSE OPEN LAND**

- a) Cllr O Leonard to outline the re-drafted business plan
- b) Members to agree to purchase Gala Close Open land from Jelson Homes as an asset for the village.

- PC203/21 ANNUAL MEETING OF THE PARISH COUNCIL AND ELECTIONS**
- a) The clerk to confirm Thursday 5 May as the date of the elections and outline procedure
  - b) The clerk to propose a date, time and place of the Annual Parish Meeting
  - c) The clerk to propose a date, time and place of the Annual Meeting of the Parish Council
  - d) Members to discuss plans for this year's Annual Parish Meeting and outline work to be carried out in advance.
- PC204/21 20'S PLENTY LHI BID**
- a) Council to acknowledge the revised 2022/23 bid in light of greater than expected costs (unbudgeted) for the original submission
  - b) Members to resolve to submit the revised bid, covering the feasibility study only, and within the allocated £1,000 budget for 2022/23
  - c) Cllr Bull to report back from the submission meeting he attended on 02/03/22.
- PC205/21 BARN CLOSE PLAY AREA**
- a) Clerk to bring to council attention the need for equipment repair at Barn Close play area
  - b) Members to discuss initial options for the space (prior to village consultation) and decide how to proceed.
- PC206/21 HUMAN RESOURCES, POLICIES AND PROCEDURES COMMITTEE**
- a) The appraisal panel to report on the annual staff appraisals and advise of satisfactory performance enabling incremental wage increases to be processed from 01/04/22
  - b) Clerk to inform on the 1.75% pay award for Local Government Services for this financial year – added to this month's staff salaries.
- PC207/21 MAINTENANCE**
- a) Clerk to detail the £88 + VAT cost for Binders to carry out an examination of the septic tank and report on findings
  - b) Members to agree to the quote from Binders to fix the septic tank alarm
  - c) Cllr Shailer to outline a quote for electrical works at the Pavilion (including a heater/double socket in the Pavilion plant room and members to approve the works
  - d) Cllr Shailer to report on a quote for PECS to mount the Pavilion lettering and council to approve the spend.
- PC208/21 QUEEN'S PLATINUM JUBILEE**
- a) Cllr Dorling to update members on the Queen's Platinum Jubilee meeting held in February including the purchasing/placing of the bench
  - b) Clerk to update on grant opportunities for the Jubilee and council to approve applying
  - c) Cllr Shailer to outline the cost of Jubilee flags for the flagpole/lamp post signs and council to approve purchasing or adding as part of the grant
  - d) Cllrs Dorling/Ayres to outline a quote for Jubilee mugs and council to approve purchasing or adding as part of the grant
  - e) Members to decide next steps for the Garden of Reflection
  - f) Council to decide the wording for a village leaflet, detailing Jubilee plans.

- PC209/21 GRANT APPLICATION**  
Clerk to outline a grant application for the Parish Council's Small Grant Award, members to discuss and resolve to award the grant.
- PC210/21 PAVILION INFRASTRUCTURE IMPROVEMENTS PROJECT - CIL GRANT**  
Cllr Angus to feedback to members re PC contribution and members to decide next steps.
- PC211/21 CLERK'S REPORT**  
The clerk to:  
a) Report on the historic YES grant for £700 and members to decide how to determine how to proceed  
b) Update on the defibrillator purchase  
c) Members to advise if they would like to allocate this financial year's bench maintenance budget to become an EMR or go into general reserves at year end  
d) Members to advise if they would like to allocate this financial year's sinking fund budget to become an EMR or go into general reserves at year end  
e) Members to advise if they would like to allocate this financial year's Pavilion energy saving budget to become an EMR or go into general reserves at year end  
f) Council to approve clerk attending a CAPALC course on Elections for £30.00.
- PC212/21 CORRESPONDENCE**  
Correspondence to be addressed including....  
a) Concerns over road repairs  
b) Stilton Heritage Books.
- PC213/21 PLANNING**  
The Planning Committee to highlight and council to respond to ...  
**Ref: 21/02834/HHFUL** - 16 High Street, Stilton - Proposed rear orangery  
**Ref: 22/00132/HHFUL** - 25 Worthington Close, Stilton - Single storey front and rear extension.
- PC214/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC**  
In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of this item's business the press and public be excluded from the meeting.
- PC215/21 TENDERS FOR VILLAGE MAINTENANCE**  
a) Cllr Angus to update council on the recent tender invitations and communication with perspective contractors  
b) Council to decide who to award the village maintenance contract to  
Depending on the decision made in PC201/21(b), then either ...  
c) Resolve to provide the current contractor with a 28 day notice period or  
d) Continue with the current contractor for the remainder of their contract (ending March 2023)  
e) Council to revisit the need for maintenance equipment at the Pavilion (PC113/21.10) and clerk to outline a budget. Members to agree to purchase.
- PC216/21 CODE OF CONDUCT COMPLAINTS**  
The clerk to update on the 2 current Code of Conduct complaints.

**PC217/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC**

The confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Next meeting - Tuesday 13 April at 7.30pm**