



# STILTON PARISH COUNCIL



**Minutes of the Parish Council meeting that took place on Tuesday 8 March 2022 - held at the Church Meeting Room, Stilton at 7.30pm.**

**Present:**

Councillors: O Leonard (Chair,) Angus, Ayres, Bull, Lockyer, J Leonard and Shailer.

Clerk: Lawrence

Others: 6 members of the public were present.

**PC194/21 APOLOGIES FOR ABSENCE**

Cllrs Dorling (work commitments) and Sutcliffe (personal reasons) sent apologies – accepted.

**PC195/21 DECLARATIONS OF INTEREST**

Cllr Bull declared a non-pecuniary interest in YES (PC211/21) and Cllr O Leonard a non-pecuniary interest in PC209/21.

**PC196/21 PUBLIC PARTICIPATION**

**The chairman advised any comments on PC 202/21 could be addressed when that agenda point is reached – members of the public would be allowed to take part in the discussion**

\* A member of the public highlighted holding historic village records and asked if they could be passed to the Parish Council - **Cllr Shailer to arrange collection and council to discuss making the Parish Room into a Heritage Centre at a future meeting.**

\* A member of the public raised concerns the public had not been consulted about the Queen's Platinum Jubilee plans – **the chairman advised of a forthcoming public meeting on Saturday 12 March where all residents are invited to attend.**

**PC197/21 MINUTES**

**Resolved**

That the minutes of the Extraordinary Parish Council meeting on Tuesday 8 February 2022 be confirmed as a correct record and were signed by the chairman.

Cllr Bull offered clarification on the following points ...

**PC172/21** – The chairman of Young People Engagement Stilton (YES) informed he was present to speak about item PC181/21 and the historic grant applied for by Youth Engagement Stilton (YES). Cllr Bull informed this was a Community Reach Fund Award

**PC181/21** – Although the new YES is charitable, it is not yet registered as a charity

**PC181/21.1** – Cllr Bull to forward the YES (Young People Engagement Stilton) Constitution

**PC181/21.2** – Clerk to locate the grant (or Community Reach Fund Award) that had been awarded to Youth Engagement Stilton (YES).

**2 members of the public left the meeting**

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

District Councillor Alban and County Councillor Bywater were unable to attend but had sent reports in advance of the meeting.

**PC199/21 COUNCILLOR RESIGNATION/VACANCY**

The Chairman notified members of the resignation of Cllr Darnel on 20/02/22, acknowledged her work and discussed filling the vacancy.

**Resolved**

**PC199/21.1** 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

**PC199/21.2** The councillor vacancy to remain unadvertised given the proximity of the May 2022 elections.

**PC200/21 NEW COUNCILLOR APPLICATIONS**

The clerk advised there had been no applications for the councillor vacancies.

**PC201/21 FINANCIAL REPORT**

The clerk/RFO provided the bank reconciliation for February, March's wage report and the cash book summary (previously circulated), expenditure for March (including 2 call outs from Business Watch for £42 each) was detailed alongside the Q4 VAT (£630.58 to be returned to SPC). A payment of £1,588.45 From CCC toward grass cutting to was acknowledged.

**Resolved**

**PC201/21.1** Expenditure for March was approved (see below)

**PC201/21.2** Clerk to advise on the revised figure for the Play Park project was deferred.

<u>To:</u>	<u>Reason:</u>	<u>Amount:</u>	<u>Authorised Ref:</u>
Fergusons	Village Maintenance	1,709.60	OSA1906,s.164
Businesswatch	Call outs 2 @£42.00	84.00	LGA76,s.19
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	143.45	LGA76,s.19
EON	Pavilion Gas	316.70	LGA76,s.19
BT	Pavilion broadband	16.07	LGA76,s.19
EE	Staff mobile - Pavilion	10.03	LGA76,s.19
Julie Thompson	Pavilion cleaning - Feb	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	41.98	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	Pavilion 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>11,787.25</b>	LGA72, s.111

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

Cllr O Leonard outlined the re-drafted business plan. A member of the public outlined their understanding of the outcome of the public meeting that had been held with residents in 2021. Council considered the business plan to purchase the land.

**Resolved**

**PC202/21.1** Members agreed for the restrictive covenant wording in paragraph 7 to be restructured (taking out reference to residents) and the business plan returned to the Extraordinary PC meeting (planned for later in March) for approval

**PC202/21.2** No increase in insurance costs through the purchase of Gala Close Open Land to be referenced in the business plan – clerk to add

**PC202/21.3** Clerk to contact the solicitor to update.

**3 members of the public left the meeting**

**PC203/21 ANNUAL MEETING OF THE PARISH COUNCIL AND ELECTIONS**

The clerk confirmed Thursday 5 May as the date of the elections. The clerk proposed a date, time and place of the Annual Parish Meeting and date, time and place of the Annual Meeting of the Parish Council. Members discussed plans for this year's meeting.

**Resolved**

**PC203/21.1** The Annual Meeting of the Parish Council and Annual Parish Meeting to be held on Tuesday 17 May at 7.30pm (clerk to check the CMR is available)

**PC203/21.2** A Neighbourhood Plan meeting to be held at the Pavilion in the summer allowing time to prepare (residents to be invited). Date to be arranged at the May PC meeting.

**PC204/21 20'S PLENTY LHI BID**

Council acknowledged the revised 2022/23 bid in light of greater than expected costs (unbudgeted) for the original submission and Cllr Bull reported back from the submission meeting he attended on 02/03/22.

**Resolved**

Members resolved to submit the revised bid, covering the feasibility study only, within the allocated £1,000 budget for 2022/23.

**PC205/21 BARN CLOSE PLAY AREA**

Clerk brought to council's attention the need for equipment repair at Barn Close play area and members discussed initial options for the space (prior to village discussion.)

**Resolved**

Clerk to put an initial survey on social media (through Survey Monkey) to find out how residents would like to use Barn Close play area before being referred back to the PC and residents for further consideration.

**PC206/21 HUMAN RESOURCES, POLICIES AND PROCEDURES COMMITTEE**

The appraisal panel reported on the annual staff appraisals and advised of satisfactory performance enabling incremental wage increases to be processed from 01/04/22. Clerk informed on the 1.75% pay award for Local Government Services for this financial year – added to this month's staff salaries.

**PC207/21 MAINTENANCE**

Clerk detailed the £88 + VAT cost for Binders to carry out an examination of the septic tank and reported on findings. Cllr Shailer outlined a quote for electrical works at the Pavilion (including a heater/double socket in the Pavilion plant room) and a quote for PECS to mount the Pavilion lettering.

**Resolved**

**PC207/21.1** The Pavilion cesspit to be emptied every month (clerk to advise PA)

**PC207/21.2** Members authorised the £88 + VAT for the cesspit examination (Binders)

**PC207/21.3** Council approved £300 to repair the level indicator (Binders)

**PC207/21.4** Council approved £400 for a fuse spur, installation and supply of a heater in the plant room of the Pavilion (Pheonix Ltd to provide) – clerk to arrange

**PC207/21.5** Council approved £350 for the Pavilion letters to be erected by PECS – Cllr Shailer to co-ordinate.

**PC208/21 QUEEN'S PLATINUM JUBILEE**

Members were updated there would be a meeting for the Queen's Platinum Jubilee on Saturday 12 March. Potential bench designed were circulated. Clerk updated on grant opportunities for the Jubilee (too late for applying). Cllr Shailer outlined the cost of Jubilee flags for the flagpole/lamp post signs (to be discussed further at Saturday's meeting) and Cllrs Ayres outlined a quote for Jubilee mugs. Cllr Angus reported on a discussion with the Diocese re next steps for the Garden of Reflection (land ownership to be determined) and a village leaflet to detail Jubilee plans highlighted.

**PC208/21.1** A Jubilee memento for school children to be discussed at Saturday's meeting and reported back to the March Extraordinary PC meeting

**PC208/21.2** Bench design and location to be approved at the March Extraordinary mtg

**PC208/21.3** The leaflet to be abandoned and social media used instead to raise awareness of Jubilee plans.

**PC209/21 GRANT APPLICATION**

This item was deferred to the Extraordinary Parish Council meeting later on in March.

**PC210/21 PAVILION INFRASTRUCTURE IMPROVEMENTS PROJECT – CIL GRANT**

Cllr Angus feedback to members re the PC's contribution and members decided next steps.

**Resolved**

The clerk to send a letter to HDC re SPC's 20% contribution to the CIL grant.

**PC211/21 CLERK'S REPORT**

The clerk reported on an election course with CAPALC, the historic Youth Employment Stilton grant for £700, defibrillator purchase and asked council to clarify how unspent funds in 2021-22 should be allocated.

**Resolved**

**PC211/21.1** Clerk to examine accounts/historic records to find the Community Fund Reach Award payment

**PC211/21.2** Members advised they would like to allocate this financial year's bench maintenance budget to become an EMR at year-end

**PC211/21.3** Members advised they would like to allocate this financial year's sinking

fund budget to become an Asset Replacement EMR at year-end

**PC211/21.4** Members advised they would like to allocate this financial year's Pavilion energy saving budget to become a Pavilion Energy EMR at year-end

**PC211/21.5** Council approved the clerk attending a CAPALC course on Elections for £30.00.

**Members agreed to extend the meeting by 30 minutes as it was approaching 10pm**

**PC212/21 CORRESPONDENCE**

Correspondence to be addressed included ....

a) Concerns over road repairs – **refer to Highways**

b) Stilton Heritage Books – **addressed in the public participation section.**

**PC213/21 PLANNING**

The Planning Committee highlighted and council responded to ...

**Ref: 21/02834/HHFUL** – 16 High Street, Stilton – Proposed rear orangery –

**RECOMMEND APPROVAL**

**Ref: 22/00132/HHFUL** – 25 Worthington Close, Stilton – Single storey front and rear extension – **RECOMMEND REFUSAL** (parking issues).

**A member of the public left the meeting.**

**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 were excluded from the meeting.

**PC215/21 TENDERS FOR VILLAGE MAINTENANCE**

Cllr Angus updated council on the recent tender invitations and communication with perspective contractors and council discussed who to award the village maintenance contract to. Council revisited the need for maintenance equipment at the Pavilion – to be deferred to the March Extraordinary meeting.

**Resolved**

**PC215/21.1** To provide the current contractor with a 28-day notice period (due to focus on receiving best value for the village) - **all in favour – clerk to notify by email and post**

**PC215/21.2** Clerk to inform the unsuccessful tenderers.

**PC216/21 CODE OF CONDUCT COMPLAINTS**

The clerk updated on the 2 current Code of Conduct complaints – sent to Monitoring Officer.

**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 were re-admitted to the meeting.

**Meeting ended at 10.25pm**

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