



STILTON PARISH COUNCIL



Minutes of the Parish Council meeting that took place on Tuesday 17 May 2022 - held at the Church Meeting Room, Stilton at 8pm.

Present:

Councillors: Ayres (Chair,) Bull, Dorling, O Leonard and Shailer

Clerk: Lawrence

Others: 8 members of the public were present.

- PC01/22 ELECTION OF CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2022/23**
Council elected Cllr Ayres as Chairman (Cllr O Leonard nominated, Cllr Dorling seconded). **All in favour.**
- PC02/22 DECLARATION OF ACCEPTANCE OF OFFICE**
The Chairman signed the Declaration of Acceptance of Office.
- PC03/22 ELECTION OF VICE-CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2022/23**
Council elected Cllr O Leonard as Vice-Chairman (Cllr Shailer nominated, Cllr Dorling seconded). **All in favour.**
- PC04/22 DECLARATION OF ACCEPTANCE OF OFFICE**
The Vice-Chairman signed the Declaration of Acceptance of Office.
- PC05/22 DECLARATION OF ACCEPTANCE OF OFFICE AND ACCEPTANCE OF EMAILS FORM**
Following the uncontested election, all councillors signed both forms.
- PC06/22 APOLOGIES FOR ABSENCE**
Cllr J Leonard sent apologies (work commitments) – accepted. The Acceptance of Office and Acceptance of Email form to be signed at the June meeting.
- PC07/22 DECLARATIONS OF INTEREST**
Cllr Bull declared an interest in items PC28 and PC29 (involvement in YES) and Cllr Dorling declared a non-pecuniary interest in PC33/22.
- PC08/22 PUBLIC PARTICIPATION**
* A member of the public highlighted on Google that SPC's address is incorrect – **clerk to change**
- The chairman brought forward PC30/22 so that a member of the public could report on the Queen's Jubilee.
- PC30/22 QUEEN'S PLATINUM JUBILEE**
Cllr Bull reported on feedback from the Gardening Club regarding a suitable Jubilee

tree.

Resolved

PC30/22.1 Clerk to add to the AMC agenda in June for discussion

PC30/22.2 Clerk to add to the August PC agenda for resolution.

A member of the public left the meeting

PC09/22 MINUTES

That the To minutes of the Parish Council meeting held on Tuesday 12 April 2022 be confirmed as a correct record and were signed by the Chairman.

PC10/22 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Members acknowledged a report from County Councillor Bywater. District Councillor Alban was unable to make the meeting.

PC11/22 FINANCIAL REPORT

a) The clerk/RFO provided the bank reconciliation for April, May's wage report and the cash book summary (previously circulated). Expenditure for May was detailed including an update on utility amounts.

Resolved

b) Expenditure for May was approved (see below).

To:	Reason:	Amount:	Authorised Ref:
Beeby's	Village Maintenance	1,212.80	OSA1906,s.164
Businesswatch	Alarm/CCTV monthly maintenance	126.03	LGA76,s.19
Staff wages	Clerk, Pav Administrator, Caretaker salaries	2,272.50	LGA72,s.112
HMRC	Employee tax/NI and employer NI	347.63	LGA72,s.112
NEST	Employee/employer pension contribution	56.70	LGA72,s.112
HDC	Parish Room rates	172.00	LGA72,s.133
HDC	Pavilion rates	674.00	LGA76,s19
PWLB	Loan payment for Pavilion	9,819.89	LGA2003,S1,p2
Working Turf	Pitch maintenance	1.020.10	PHA1875,s.164
EON	Pavilion Electricity	114.99	LGA76,s.19
EON	Pavilion Gas	129.88	LGA76,s.19
BT	Pavilion broadband	16.85	LGA76,s.19
EE	Staff mobile - Pavilion	10.96	LGA76,s19
Julie Thompson	Pavilion cleaning - April	120.00	LGA76,s.19
Julia Tufnail	Internal Audit - annual	370.00	LGA72, s.111
ROSPA Play Safety	Annual Skate Park/Barn Close inspection	193.20	LGA72, s.111
K T McPartlin	Pav tank emptying	0.00	LGA76,s.19
IONOS	Website hosting/emails	16.79	LGA72,s.111
Barclays	Account charges	11.50	LGA72,s.151
Business Waste	Pavilion bin emptying	41.98	LGA76, s.19
SPC credit card	Binder Ltd - cess pit works	132.42	LGA72, s.111
SPC credit card	Virtual Landline	7.96	LGA72, s.111
SPC credit card	Bright Pay - annual charge (payroll)	70.80	LGA72, s.111
SPC credit card	RBLI - Platinum Jubilee flag/lamp signs	307.56	LGA72, s.111

SPC credit card	RBLI - Jubilee tree plaque	119.99	LGA72, s.111
SPC credit card	Amazon - McAfee annual protection	11.99	LGA72, s.111
SPC credit card	Amazon - Pressure washer/tape	195.83	LGA72, s.111
SPC credit card	Stationary/printer ink	57.47	LGA72, s.111
Julianne Lawrence	Tarmac for Skate Park (B&Q)	17.36	LGA72, s.111
Church Meeting Room	Room hire for April meetings	15.00	LGA72, s.111
	Monthly total:	16,644.08	

PC12/22 GOVERNANCE

Resolved

Council reviewed and adopted Standing Orders, Financial Regulations and the Councillor Code of Conduct.

PC13/22 COMMITTEES

Resolved

Council considered if the committees are appropriate for the coming year, appointed members (chairman to be decided by each committee), reviewed the Terms of Reference for each committee and considered delegated powers:

1. Amenities Management Committee – **Cllrs Ayres, Bull, J Leonard, O Leonard and Shailer**
2. Finance, General Purpose and Communication Committee – **Cllrs Ayres, Bull, Dorling and O Leonard**
3. Human Resources, Policies and Procedures Committee – to become a Staffing Sub-Committee of the Finance, General Purpose and Communication Committee – **Cllrs Ayres, Bull and J Leonard**
4. Planning Committee – to become a Planning Working Group – **Cllrs Ayres, Dorling, O Leonard and Shailer.**

PC14/22 PROCESSES, POLICIES AND PROCEDURES

Resolved

Council reviewed and adopted ...

- * Appraisal Policy
- * CCTV Policy
- * Communication Policy
- * Community Engagement Policy
- * Co-option Policy (and application form)
- * Complaints Policy
- * Complaints Procedure
- * Data Protection Policy
- * Dignity At Work Policy
- * Disciplinary Policy
- * Equality and Diversity Policy
- * Grant Awarding Policy (and Form)
- * Grievance Policy
- * Homeworking Policy
- * Stilton Parish Council Constitution
- * Pavilion Health and Safety Policy
- * Pavilion Emergency Fire Evacuation Procedure
- * Parish Council Health and Safety Policy (Statement of Intent)
- * Publication Scheme/Freedom of Information Policy (and request form)

- * Reserves Policy
- * Small Grant Award Policy
- * Training and Development Policy
- * Vexatious Complaints Policy

PC15/22 LAND, ASSETS AND INSURANCE

Resolved

Council reviewed and adopted ...

- * Asset Register
- * Parish Council Risk Assessment
- * Parish Room Risk Assessment
- * Pavilion Risk Assessment
- * Pavilion Fire Safety Risk Assessment
- * Barn Close Play Area Risk Assessment
- * Cemetery Risk Assessment
- * New Churchyard and Garden of Remembrance Risk Assessment
- * Playing Field Risk Assessment
- * Skate Park Risk Assessment
- * Village Assets Risk Assessment – **not needed as on main Council RA**
- * Confirmed suitability of the Parish Council's insurance policy with Zurich (renewed in February 2022) – **to be added to the next Finance, General Purpose and Communication Committee meeting agenda to be examined in greater detail.**

PC16/22 FINANCIAL

Resolved

Council reviewed bank mandates/signatories/authorisations (including agreement to pay utility bills by standing order, wages and other invoices by BACS) – **Cllrs Ayres, Bull, J Leonard, O Leonard and Shailer are on the bank mandate (to be added as appendix to Financial Regulations)**

b) Review expenditure under s.137 of the Local Government Act 1972 – **none in 2021/22.**

PC17/22 SUBSCRIPTIONS

Resolved

Council's subscriptions to SLCC/CAPALC (NALC) were reviewed and agreed to continue.

PC18/22 MEETINGS

Resolved

The time and place of ordinary meetings of the council up to and including the next annual meeting of SPC were approved (**clerk to add the calendar on the website**).

PC19/22 NEW COUNCILLOR APPLICATIONS

Members formally met applicants (2 present in person) and asked/received questions relating to the position of SPC councillor.

3 members of the public left the meeting

PC20/22 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.

PC21/22 COUNCILLOR VACANCIES – CO OPTION

Members discussed applications for councillor vacancies and reached a unanimous decision on successful candidates.

PC22/22 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.

PC23/22 COUNCILLOR CO-OPTION

Council informed applicants of council's decision for the available positions.

Resolved

The Declaration of Office was signed by Adrian Green and Amanda Kisbee before joining the meeting as councillors (clerk to arrange inductions and Declaration of Interest forms).

PC24/22 FINANCE, GENERAL PURPOSE AND COMMUNICATION COMMITTEE

The chairman of the committee reported from the meeting on 26/04/22.

Resolved

PC24/22.1 Council approved moving the FY21/22 end of year balance of £9,711.53 to the Capital Repayment EMR instead of adding to General Reserves

PC24/22.2 Council approved the establishment of a CIL EMR, Tree Works EMR, Queen's Platinum Jubilee EMR, Pavilion Lettering/electrics EMR, Parish Room Maintenance EMR and Donation EMR

PC24/22.3 Members approved that current donations of £204.25 (held in the Donations EMR) be added to the Queen's Jubilee EMR

PC24/22.4 A flower purchase of £40 from the Chairman's allowance to be recommended for approval.

PC25/22 AGAR APPROVAL

Resolved

PC25/22.1 Council noted the Internal Auditor's report for the year ended 31 March 2022

PC25/22.2 Assertions on Section 1 of the Annual Governance Statement were completed by members

PC25/22.3 The Annual Governance Statement was approved and signed by the RFO and chairman

PC25/22.4 The Accounting Statement for 2020/21 was approved and signed by the chairman and RFO

PC25/22.5 Council set the period for the Exercise of Public Rights from Monday 13 June to Friday 22nd July 2022

PC25/22.6 Approval was given (following the above) for the Annual Return to be submitted to the External Auditors (PKF Littlejohn)

PC25/22.7 Members confirmed the re-appointment of Julia Tufnail as Internal Auditor and agree a 6-monthly Internal Audit at the end of September 2022 (should the PC feel it is needed).

- PC26/22 LHI BID 2022-23**
Councillor Bull updated members on the success of SPC's latest LHI bid to undertake a feasibility study and detailed design for the implementation of a 20mph zone on the west side of the village (£574.18 PC commitment).
- PC27/22 NEIGHBOURHOOD PLANNING**
Clerk updated on a meeting with other Parishes to learn more about implementing a Neighbourhood Plan on 23/06/22 at Grafham Village Hall and council to informed who would like to attend (**Cllrs Bull, Green, Kisbee and O Leonard to attend**).
- PC28/22 HISTORIC YOUTH ENGAGEMENT STILTON GRANT**
Clerk updated members on investigations into the historic YES (Youth Engagement Stilton) grant from CCC (PC finances looked through, banking and minutes checked and CCC as grant providers had looked into and could find no evidence of paying the cheque).
Resolved
PC28/22.1 Members agreed that a line should be drawn under the grant and recorded as not paid out by CCC (aligning with CCC's conclusion) and therefore not held by SPC. Cllr Bull abstained from taking part in the decision making (interest held as a member of the new YES)
PC28/22.2 Members agreed to take the £700 previously committed to the Play Park Account (PC73/20.6) from the capital account and allocate it in the Capital Repayment EMR.
- PC29/22 COMPLIMENTARY PAVILION USE**
Applications were discussed and approved as necessary.
Resolved
PC29/22.1 The application from L Angus for an evening to raise money for tarmac markings at the Pavilion Play Park location was approved (previously agreed)
PC29/22.2 The application from YES for the Christmas Fair in November 2022 was agreed as a one-off
PC29/22.3 The AMC Committee to re-consider complementary Pavilion use.
- PC31/22 CLERK'S REPORT**
The clerk reported on relevant issues including ...
* ROSPA Play Safety inspection carried out on Barn Close Play Area and the Skate Park – **to be addressed by the Amenities Management Committee at the June meeting**
* A proposed disabled bay on Church Street – **no issues**.
- PC32/22 CORRESPONDENCE**
Resolved
Correspondence addressed included
a) A request for the Parish Council to contribute £1,000 toward the purchase of Platinum Jubilee Money Boxes for school children in the village – **agreed under the s.137 budget (£500.00), the Queen's Platinum Jubilee EMR (£296.69) and Small Grant Award allocation (£200) = £996.99. Bellway to contribute £500 toward the £1,500 total cost. All in favour**
b) Information on Giga-Clear – broadband in the village – **highlighted at the Annual Parish Meeting**
c) Dust from the Bellway site – **details of Bellway Site Manager forwarded**
d) Concerns about use of green spaces in the village – **Clerk to write to the resident**

concerned and village walk to take place soon to consider further
e) Barn Close Play Area maintenance and repair – **clerk to launch Survey Monkey survey soon to see how the village would like to have the space used.**

A member of the public left the meeting

PC33/21

PLANNING

The Planning Committee to highlight and council to respond to ...

Ref: 22/00820/S106 – Land Rear of 68 to 82 North Street, Stilton – Variation of S106 Agreement – **NO COMMENTS**

Ref: 21/01810/OUT – Land West of 26 to 34 High Street, Stilton – Application for Outline Planning Permission for up to 16 dwellings and associated infrastructure works and Access – **RECOMMEND REFUSAL**

Ref: 22/00960/HHFUL – 30 Meadow Close, Stilton – Proposed single storey rear extension involving the removal of existing conservatory – **RECOMMEND APPROVAL.**

Meeting closed: 10.31pm

Next meeting – Tuesday 13 June at 7.30pm