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| **Stanford** **on** **Soar Parish** **Council**  **Minutes of the Annual Meeting of the Parish Council**  **held in St John the Baptist Church, Stanford on Soar on 16 May 2024 at 18:15** | Stanford sign.jpg |

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**Present**

Cllr Frances McKim (Chair) Cllr Wendy Butler

Cllr Craig Leggett Cllr Wendy Salmon

Cllr Steve Waters Rebecca Hague - Clerk to the Parish Council

No members of the public

1. **Election of Chair**It was proposed and agreed unanimously that Cllr McKim would remain Chair. The declaration of acceptance of office as Chair was completed.
2. **Apologies for Absence**

Apologies for absence received from Cllr Sarah Poole and Rushcliffe Borough and Nottinghamshire County Councillor Matt Barney.

1. **Declarations of Interests**None.
2. **Open Session**No public present.
3. **Minutes of the meeting held on 15 February 2024**

The minutes of the meeting held on 15 February 2024 were accepted by the Council as a true and accurate account of the meeting and signed by the Chair.

1. **Borough and County Council Matters**

Cllr Barney not present.

1. **Traffic and Highway Maintenance**

(a) Flooding in the Village

Since the last meeting there has been three visits by Via. A broken pipe on Main Street was identified and has now been fixed. Water running from a farm gateway on Normanton Lane is still a problem, Via has written to the landowner. The Parish Council will continue to monitor the situation.

(b) Leake Lane Speed Limit

There has been progress in getting a speed limit on Leake Lane from the junction with the A6006. This will now go to a panel for consideration.

(c) Bus Stop at Old School House, Stanford on Soar  
Cllr Barney is pursuing the proposed bus stop at the Old School House, there is currently a viability assessment being carried out. If it gets the go ahead it should be completed by September 2025.

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1. **Village Entry Sign**

(a) Proposal for a new village entry sign – Leake Lane

The Council agreed there was no suitable location so agreed not to pursue it any further. They would however look to replace the village centre sign.

(b) Refurbishment of Village Centre Sign

Due to its poor condition, the Clerk will obtain a quote for a replacement village centre sign.

1. **Planning**

• 24/00131/FUL - Five Oaks Farm Main Street Stanford On Soar - Application for the partial demolition of agricultural Barn 5 and canopy between Barns 1 and 6, sheeting to walls of agricultural Barns 5, 6 and 7 – PC neutral response, pending RBC decision.

• 23/02354/FUL - Land South Of Normanton Lane, Stanford On Soar - Installation of a new compound to enable mobilisation of a temporary pumping station required only during emergency situations includes alterations to existing access, landscaping, erection of gates and fencing – PC no objection, comments submitted. RBC permission granted.

• 23/02307/FUL - Middle Lodge, Stanford Hall, Melton Road, Stanford On Soar -Installation of an air source heat pump to the side elevation – PC no objection, RBC permission granted.

• 23/00147/FUL - Plot Of Land North Of Meadow Lane, Stanford On Soar - Retention of summerhouse – PC no objection, RBC permission refused.

1. **Finance**

(a) End of Year Accounts and Bank Reconciliation

The end of year accounts and bank reconciliation had been circulated prior to the meeting and were accepted by the Council.

(b) PaymentsThe payments below had been circulated prior to the meeting and were accepted by the Council.

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| Date | Payee | Reason | Total |
| 04.04.2024 | HSBC | Monthly Banking Charges - 4 Apr | £5.00 |
| 25.04.2024 | D Dixon | Payroll processing 22-23 | £44.00 |
| 04.05.2024 | HSBC | Monthly Banking Charges - 4 May | £5.00 |
| 16.05.2024 | D Dixon | Internal Audit | £45.00 |
| 16.05.2024 | Zurich | Insurance | £277.00 |
| 16.05.2024 | St John the Baptist Church | Churchyard Maintenance | £500.00 |
| 16.05.2024 | F McKim | Chairman's Allowance - Printing Costs | £135.00 |
| 16.05.2024 | CPRE | Annual Membership | £36.00 |

The Council agreed to create a budget line (£135) for a “Chairman’s Allowance” to cover the administrative costs of fulfilling the role of the Chair, receipts for associated purchases will still be required.

**11. Environment**

(a) Buildings to put forward for listing status and (b) Trees and TPOs – The Clerk had attended a meeting with the RBC officer who is currently carrying out Rushcliffe’s Conservation Area reviews, it was agreed to revisit the potential to create a Conservation Area in Stanford on Soar. The Clerk will invite the officer to the next meeting in August and circulate the Conservation Area template document.

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**12. Social Events**

There are currently no social events planned.

**13. The General Power of Competence**

The Council confirmed that it is still eligible for The General Power of Competence.

**14. Policy Reviews**

(a) Standing Orders – Reviewed, minor amendments accepted by the Council, signed by the Chair.

(b) Code of Conduct – Reviewed, no amendments, signed by the Chair.

(c) Publication Scheme - Reviewed, no amendments, signed by the Chair.

(d) Assets Register – Reviewed and accepted by the Council.

(e) Financial Regulations and Internal Controls – Policy updated in line with NALC’s new Model Financial Regulations, accepted by the Council, signed by the Chair.

(f) Risk Management Scheme - Reviewed, no amendments, signed by the Chair.

(g) Data Protection Policy - Reviewed, no amendments, signed by the Chair.

(h) Records Retention Policy - Reviewed, no amendments, signed by the Chair.

(i) Equal Opportunities Policy - Reviewed, no amendments, signed by the Chair.

**15 Annual Governance and Accountability Return**

(a) Internal Auditor’s Report

The Clerk had circulated the Internal Auditor’s Report prior to the meeting, the observations were noted.

(b) Annual Governance and Accountability Return – Section 1

The Annual Governance and Accountability Return had been circulated prior to the meeting and the statements were accepted by the Council and signed by the Chair and Clerk.

(c) Annual Governance and Accountability Return – Section 2

The Annual Governance and Accountability Return had been circulated prior to the meeting and the accounting statements were accepted by the Council and signed by the Chair.

(d) Certificate of Exemption

Due to the Council’s level of income/expenditure being below £25,000 it was exempt from a compulsory external audit, the Chair and Clerk completed the Certificate of Exemption.

**16 Correspondence**

No correspondence to discuss.

**17. Councillor Reports and Next Agenda Items**

Next Agenda Items – Conservation Area

**18. Date of Next Meeting and Arrangements for Annual Parish Meeting**

Thursday 15 August - St John the Baptist Church, Stanford on Soar

There being no further business the meeting closed at 19:06.