|  |  |
| --- | --- |
| **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 22 May 2025 at 18:15** | Stanford sign.jpg |

**Page 25/77**

**Present**

Cllr Frances McKim (Chair) Cllr Wendy Butler

Cllr Sachin Jain Cllr Wendy Salmon

Cllr Steve Waters Cllr Stuart Matthews (NCC)

Rebecca Hague - Clerk to the Parish Council 0 members of the public

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

Apologies for absence received from Cllr Sarah Poole, Cllr Craig Leggett, Cllr Andy Brown (NCC) and Cllr Matt Barney (RBC).

1. **Declarations of Interests**None.
2. **Open Session**No public present.
3. **Minutes of the meeting held on 27 February 2025**

The minutes of the meeting held on 27 February 2025 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 Matthews introduced himself. Cllr Matthews, representing Reform, has been elected as one of the County Councillors covering Leake and Ruddington, in which Stanford on Soar is part of. Cllr Matthews has been appointed as a cabinet member for finance and resources. He spoke of his business background and wealth of experience and what his priorities in the role are.

1. **Traffic and Highway Maintenance**

(a) Flooding in the Village

The work carried out by Via to the drains and the gullies has improved the situation. However, water is still coursing down the road from the top of Normanton Lane and the owner of the field has been requested to resolve this. Likewise, a request has been made to address the ditch & drain on the field corner up Leake Lane. Cllr McKim asked if formal thanks could be passed on to Laura Trusler (Via) for her assistance in dealing with the flooding problems in Stanford on Soar.

(b) Leake Lane Speed Limit - No further updates.

It was noted there was already graffiti on the new sign on Meadow Lane, Clerk to report to Streetwise.

**Page 25/78**

1. **Village Signs**

(a) Replacement of Village Centre Sign - Update

The order has been placed and images sent to the contractor, we are awaiting the draft artwork for approval before the template is made. Cllr McKim asked Cllr Matthews if he had any funding available which he could offer towards the project.

1. **Planning**

• 25/00873/FUL - Land South Of Underhill Farm, Leake Lane, Stanford On Soar - Proposed 65.04kW roof mounted solar PV installation (part retrospective) – PC no objection – ask for inclusion of screening.

• 25/00706/FUL - North Lodge, Stanford Hall Estate, Melton Road, Stanford On Soar -Install an air source heat pump to the side elevation of the property to provide a new sustainable and eco-friendly heating system for the property. – PC no objections, pending RBC decision.

• 25/00449/DEMOL - Five Oaks Farm, Main Street, Stanford On Soar - Prior Notification of the partial demolition of a 3-meter section of an existing two-storey brick and tile farmhouse. This alteration is intended to separate the building into two distinct parts while maintaining the structural integrity of the remaining sections. – PC no objection in principle but a number of comments submitted, RBC permission refused.

• 25/00241/FUL – DMRC Stanford Hall, Melton Road, Stanford On Soar - The redistribution of material excavated during the construction of the National Rehabilitation Centre, within the Stanford Hall Rehabilitation Estate, in a designated area west of the Stanford Hall and Pleasure Grounds – PC no objections, pending RBC decision.

• 24/02078/FUL - Land West Of Leake Lane, Stanford On Soar - Proposed agricultural building, animal shelter & improved access – PC no objections, pending RBC decision.

• 25/00185/PAQ - Five Oaks Farm. Main Street, Stanford On Soar - Prior approval application under Class Q to allow the Conversion of 3no. Agricultural Barns to 7 Dwelling houses (CLASS C3) – PC neutral response, pending RBC decision.

• 24/02045/FUL - Underhill Farm, Leake Lane, Stanford On Soar - Erection of a new dairy building, to house a new parlour and associated plant work, along with areas to facilitate cow management and treatment, associated hardstanding and access – PC no objections, RBC conditional permission granted.

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.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Payee | Reason | Total |
| 04.04.2025 | HSBC | Monthly Banking Charges - 4 Apr | £5.00 |
| 10.04.2025 | Morris Cast Signs | 50% Deposit for New Village Sign | £1,401.00 |
| 25.04.2025 | Girlings and Co | Payroll processing 24-25 | £144.00 |
| 30.04.2025 | R Hague + HMRC | Gross Salary - Apr | £248.82 |
| 04.05.2025 | HSBC | Monthly Banking Charges - 4 May | £5.00 |
| 08.05.2025 | D Dixon | Internal Audit | £45.00 |
| 22.05.2025 | W Butler | APM Refreshments | £69.99 |
| 22.05.2025 | St John the Baptist Church | Churchyard Maintenance | £500.00 |
| 22.05.2025 | CPRE | Annual Membership | £36.00 |
| 22.05.2025 | Zurich | Insurance | £304.00 |

**Page 25/79**

(c) Assets Register  
The assets register as at 31st March 2025 had been circulated prior to the meeting and was accepted by the Council.

**11. Environment**

(a) Trees and TPOs   
No further updates – Cllr Waters to arrange a meeting with the resident also involved, to access the trees whilst in leaf.

**12. Social Events**

The councillors praised the VE Day event which was held at the church.

**13. The General Power of Competence**

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

**14. Policy Reviews**

The following policies were reviewed by the Council and signed by the Chair, copies will be published on the Parish Council’s website.

(a) Standing Orders – updates to section 14 and 18.

(b) Code of Conduct – no changes.

(c) Risk Management Scheme – no changes.

(d) Financial Regulations and Internal Controls – updates to section 5.

(e) Publication Scheme – no changes.

(f) GDPR Policies - Data Protection Policy – no changes, Records Retention Policy – no changes, FOI Policy – adopted by the Council.

(g) IT Policy – adopted by the Council.

(h) Health and Safety Policy – adopted by the Council.

(i) Equal Opportunities Policy – no changes.

(j) Sexual and General Harassment Policy – no changes.

(k) Complaints Policy – adopted by the Council.

(l) Biodiversity Policy – no changes.

(m) Tree Management Policy – adopted by the Council, Cllr Waters to carry out the tree inspections.

(n) Scheme of Delegation to the Clerk – adopted by the Council.

**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. Parish Council Email Account**

In line with guidance for 2025/26 in which the Parish Council needs to have an email account on a Parish Council owned domain, it was agreed that the Clerk would set this up linked to the current website domain name.

**Page 25/80**

**17. Correspondence**

(a) Local Nature Recovery Strategy Consultation – no comments.

(b) Notts ALC AGM – 15th October – no attendees.

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

Next Agenda Items – Village Sign Update

**19. Date of Next Meeting**

Thursday 21 August - St John the Baptist Church, Stanford on Soar

There being no further business the meeting closed at 19:08.