

STANTON LACY PARISH COUNCIL

Annual Meeting of Stanton Lacy Parish Council after the Annual Parish Meeting on Tuesday 18th May 2021 at Stanton Lacy Village Hall

DRAFT MINUTES

1. **Election of Chair and Vice Chair:** Cllr Finch was nominated for election as Chairman by Cllr R Gatehouse and seconded by Cllr Whittaker-unanimous. Cllr R Gatehouse was nominated for election as Vice Chairman by Cllr Finch and seconded by Cllr Jones - unanimous. Declaration to accept the Office of Chair and Vice Chair were signed and witnessed.
2. **Declarations of Acceptance of Office and Completion of Disclosable Pecuniary Interest Forms:** Forms were completed, signed and witnessed.
3. **Apologies for absence and acceptance of apologies:** Cllr Motley had apologised and joined the meeting at 8.30pm.
4. **Declarations of Interest and Dispensations:** None
5. **Public involvement session.** None
6. **Resolved to Bring Forward Point 8 Co-opt One Councillor:** Peter Williams was co-opted onto the Parish Council – Proposed Cllr Jones, seconded Cllr Whittaker – unanimous.
7. **Approve the minutes of the ordinary meeting on 12th March:** Proposed by Cllr Radnor and Seconded by Cllr E Gatehouse – unanimous. **Extraordinary meeting on 1st April, 2021:** Proposed Cllr Whittaker and seconded by Cllr Parker – unanimous.
8. **Election of Representatives:**
 - a. South Shropshire Area Committee – Cllr R Gatehouse
 - b. Footpath Warden – John Grant
 - c. Flood Action Group – Cllr Parker
 - d. Louisa Powell Almshouses – Cllr Williams
 - e. Village Hall Committee – Cllr Jones
 - f. Internal Checker – Cllr Radnor
9. **Review and Adopt The Financial Regulations –** Resolved to adopt. Proposed: Cllr Finch, seconded Cllr Jones.
10. **Review and Adopt The Standing Orders –** Resolved to adopt. Proposed: Cllr Finch, seconded Cllr Whittaker.
11. **Review and Adopt The Code of Conduct –** Resolved to adopt. Proposed Cllr E Gatehouse, seconded Cllr Williams. The Clerk informed the councillors that online training was available and will ask if the training is recorded.
12. **Review and Adopt The Risk Assessment –** Resolved to adopt. Proposed Cllr Finch, seconded Cllr Radnor
13. **Update on the Contractor for the Minor Highways Grant:** Cllrs Finch, R Gatehouse and the Clerk reviewed the tenders and Dave Lewis has been awarded the contract and started work on the 14th May 2021.
14. **Update on Abandoned Vehicles at Stanton Lacy:** The Clerk reported that she had been informed by Shropshire Council that the local team were working on the issue.

15. Update on Broadband on the Hope: The Clerk reported that despite contacting SWS she had not had an update on progress. The council asked the Clerk to contact Shropshire Council if there remained no progress.

16. Review Issues from the Annual Parish Meeting: No issues.

17. Finance:

- a. Consider, Approve and Sign the Annual Accounts – The Chair and Clerk signed the accounts.
- b. Review and Note the Internal Auditors Report – The Chair thanked Mr B Cairns for the report and there were no issues raised.
- c. Approve and Sign the Annual Governance Statement and Summary Accounting Statements – The Chair signed the statement.
- d. Confirm Authority Exempt from Limited Assurance Review – The council confirmed that it is exempt from Limited Assurance Review.
- e. Set the date for the Public Rights Period 1st July – 11th August 2021 – Dates agreed.
- f. Review the Asset Register – The asset register was discussed and it was agreed that if the telephone box was damaged beyond repair it would not be replaced and an alternative place for the defibrillator would be found.
- g. Review the Insurance and authorise payment – only one quote had been received so far and it was agreed that the Clerk will review the cover and chose the most cost-effective insurance.
- h. Payments: Microsoft 365 £59.99, ICO £35.00, Reimburse H Coonick, Clerk £15.10 (Stamps) and £19.99 (Virus Software), Dave Lewis (Lengthsman) £60. It was noted that the Virus Software cost was shared 50:50 with Culmington Parish Council. Proposed Cllr Finch Seconded Cllr E Gatehouse – unanimous.
- i. Consider payment for CILCA training for Clerk £157.50: The total cost is £630 including registration. The Clerk will pay 50% and Culmington and Stanton Lacy Parish Councils 25% each. The Clerk was asked to contact SALC to challenge the cost of registration and investigate grants. Councils with CILCA trained Clerks have the power to do anything that individuals generally may do rather than just the Parish Council Powers. Proposed Cllr Finch Seconded Cllr E Gatehouse – unanimous.

18. Agenda Items for the next meeting a. Flooding on The Hope b. Broadband on the Hope c. Maps for the noticeboards and website.

19. The next meeting to be held on Thursday 22nd July 2021 at 7.30pm.

Copies of the agenda and minutes are available from the Clerk, Heather Coonick:
www.stantonlacyparish.org email: stantonlacypc@gmail.com Tel: 07817607355