STOCKTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

Wednesday 6 May 2026 at 6.30pm

Standing Orders were suspended to allow for public participation

Public Participation

A representative attended the meeting to provide clarification on aspects of the planning application (PL/2026/00946) and to answer Councillors' questions.

Standing Orders were reinstated following public participation

AGENDA

1. Present: Councillors A Leng, S Langford-Holt and Z Hallett

2. Election of chairman LGA 1972 ss 15 & 34

Cllr Hallett proposed, and Cllr Langford-Holt seconded, that Cllr Leng remain as Chair. The motion was carried. Cllr Leng completed and signed the Declaration of Acceptance of Office and assumed the Chair.

3. Election of vice chairman LGA 1972 ss 15 & 34

No Vice-Chair was elected, in line with Parish Council's decision not to appoint to the role.

4. Register of interests Localism Act 2011

To note the reminder for Councillors to review and update their Register of Interests held by Wiltshire Council.

5. Apologies for Absence

Apologies were received from Cllr Beales and were duly accepted by Council

6. Members code of conduct

Prior to circulation at the meeting, the Parish Council adopted its Members' Code of Conduct.

7. POWERS, DUTIES AND RESPONSIBILITIES

Council noted the powers, duties and responsibilities of parish councils, as set out in the previously circulated Good Councillor Guide published by the National Association of Local Councils.

8. Dispensations

None.

9. Declarations of Interest

None.

10 Exclusion of the Press and Public

There were no items that the Press and Public would need to be excluded, on the agenda.

11. Approval of Minutes

The minutes of the meeting held on 16th March 2026 were approved and signed as a true record.

12. Reports from Unitary Councillor/Councillors/Chair

None

13. Matters Arising from previous minutes

The Chairman provided an update on the banking arrangements. NatWest requires a signed copy of the minutes confirming the approved motion to add all councillors as signatories before progressing the changes.

14. Finance Matters

14.1. Approval and reconciliation of Parish Accounts Internal Audit Accounts & Audit Regulations 2003 reg 2

Council approved the accounts. The Bank balance as of the 29th April 2026 is £5004.75

14.2. Payments LGA 1972 s150 (5)

Council reviewed and approved the items of expenditure listed below:

March Pay	£220.58
HMRC	£55
WALC	£82.76
PC Email Subs	£108
April Pay	£183.72
Insurance	£249.33

14.3. Receipts

Council noted receipt of income

Precept	£4000

14.4. CF Insurance Renewal

Cllr Leng reported that that the PC insurance policy underwritten by Zurich through Community First, was renewed on the 1st May 2026.

15. ANNUAL GOVERNANCE RETURN 2025-26

15.1 Certificate of Exemption

Council approved the completed Certificate of Exemption notifying the external auditor that during the financial year 2025/26 the higher of the authority's total gross income for the year or the total gross annual expenditure, for the year did not exceed £25,000. Signed by the Chair and the RFO.

15.2. Consider the Annual Internal Audit Report

Council noted and approved the report from the Internal Auditor and resolved the Internal Audit report, which took place on the 26/04/2026.

15.3. Section 1 Approve Annual Governance Statement

Council approved the statements presented by the RFO. The Chairman invited Councillors to confirm each response and subsequently signed the Annual Governance Statement.

15.4. Section 2 Certify the Accounting Statements 2025/2026 - Annual Year End Accounts

Council certified and approved the Accounts.

15.5. Signing the AGAR

Council witnessed the signing of the AGAR by the Chairman and RFO..

15.6. Publish the Audit on the Website

Council actioned the Clerk to publish the Audit on the Website.

15.7. To note the dates for the Public to exercise their rights

Council noted the clerk's recommendation that the dates be advertised as 3rd June 2026 to 14th July 2026.

16. Review of Policies and Procedures

The following were circulated prior to the meeting, were approved and adopted
1. Members Code of Conduct
2. Freedom of Information Publication scheme

17. Planning Application Consultation (Town and Country Planning Act 1990. Town and Country Planning (Development Management Procedure) Order 2015

Application No: PL/2026/00946
Proposal: A new B8 industrial storage building in connection with an existing business use and regularisation of additional yard area and change of use of existing buildings
Site: Stockton Dairy, Stockton, Warminster, BA12 0SQ
The Parish Council added follow-on comments to the application.

Please note that in planning matters the parish council acts as the consultee of the Principal Authority. The principal authority being the deciding body, parishioners can make their comments directly to the authority.

18. Parish Steward

Cllr Beales was not available to update council. Cllr Hallett expressed concern about the blocked gulleys. Clerk to follow up with WC Highways.

19. Request to Fund Replacement Defibrillator Pads and Battery

Cllr Leng reported that he had been approached about PC funding the replacement parts for the defibrillator at cost £100.00 for a new set of pads and £300.00 for the battery. Council agreed to fund this in principle. Cllr Leng to follow up.

20. Meetings

1. LHFIG (Local Highways & Footpaths Improvement Group) – Thursday 18th June 10am, Wednesday 11th November 2026 10am, and Thursday 4th March 2027 10am
2. Warminster Area Board – 2nd July 7pm and 19th November 7pm - Cllr Hallett volunteered to attend one of the meeting.

21. Correspondence

Emails to Councillors:
- National Highways: A36 Codford St Peter – Road safety improvement scheme (09/04/26)
- Parish and Town Councils Guidance 2026 (15/04/26)
- Contact from local Tree Surgeon in Codford (13/04/26)
- WALC Training bulletin (15/04/26)
- HMICFRS PEEL Inspection – progress, accountability and the next phase for Wiltshire Police (11/04/26)

22. Notice of items to be taken into consideration at the next meeting.

Dates proposed for the Annual Village Meeting, 19th, 20th and 21st May. Cllr Leng to confirm a date with absent members.

23. Date of the next PC meeting – TBC

Meeting ended at: 8.23pm