

**MINUTES OF THE ANNUAL MEETING OF
HIGHTOWN PARISH COUNCIL
HELD ON 19th MAY 2025 AT THE ALT CENTRE**

Present: Cllrs: Shacklady (in the chair), Barlow, Langley, Munro, Stobie and Williams.

2025/26. Election of Chairman.

RESOLVED that Councillor Shacklady be elected as Chairman of Hightown Parish Council and Councillor Shacklady's declaration of acceptance of office was received.

2025/27. Election of Deputy Chairman.

RESOLVED that Councillor Stobie be elected as Deputy Chairman of Hightown Parish Council.

2025/28. Casual vacancies.

RESOLVED that Ian Barlow, Simon Magill and Chris Williams be co-opted as members of the Parish Council.

2025/29. Apologies for absence.

Cllr Magill.

2025/30. Declarations of interest - Members are requested to give notice of any interest relating to any item on the agenda.

Cllr Stobie declared an interest in his planning application relating to tree pruning.

2025/31. Minutes.

RESOLVED that:

1. The minutes of the Ordinary Meeting held on 17th March 2025 be approved as a correct record, and
2. The amended minutes of the Ordinary Meeting held on the 20th January 2025 be approved as a correct record.

2025/32. To adjourn the meeting to receive public comments.

None.

2025/33. Annual Governance and Accountability Returns 2024/25.

RESOLVED that:

1. The Annual Internal Audit Report 2024/25 be received;
2. Section 1 – Annual Governance Statement 2024/25 be approved;
3. Section 2 – Accounting Statements 2024/25 be approved.

2025/34. Internal Auditor.

RESOLVED that the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial years 2025/26 be approved at a cost of £144 (inc VAT).

2025/35. Review and approve policies.

RESOLVED that the following policies be approved:

1. Standing Orders;
2. Financial Regulations;
3. Scheme of Delegation;
4. Grant awarding policy;
5. Grant application form;
6. Habitual or Vexatious Complaints, Correspondence and Data Request Policy;
7. Hall hire terms.

2025/36. Reports of meetings.

None.

2025/37. Correspondence.

The clerk reported on correspondence advising that it had not been possible to secure funding for the proposed information board in the village and from a company enquiring about placing a textile recycling bank at the Alt Centre which was generally thought by all to be worth exploring further.

2025/38. Planning applications.

RESOLVED that the applications be noted.

2025/39. Accounts paid and for payment.

RESOLVED that the amounts listed on the schedule circulated be approved.
