

STETCHWORTH PARISH COUNCIL

c/o 19 High Street, Aldreth, CB63Q

Clerk: Mrs. Karen Peck

Email: clerk@stetchworth.org

ANNUAL MEETING OF THE PARISH COUNCIL MINUTES

Notice of Meeting to be held on Tuesday 14th May at The Ellesmere Centre (Gredley Room) at 7pm.
THE MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS)

140524/1	<p>Election of Chairman & Signing of Declaration of Acceptance of Office form. It was unanimously RESOLVED to elect Councillor Bell as Chairman for the coming year. Councillor Bell signed the Acceptance of Office as did the Proper Officer.</p> <p style="text-align: right;">Proposed PS Seconded SB</p>
140524/2	<p>Election of Vice-Chair. It was unanimously RESOLVED to elect Councillor Saunders as Chairman for the coming year. Councillor Saunders signed the Acceptance of Office as did the Proper Officer.</p> <p style="text-align: right;">Proposed WB Seconded SB</p>
140524/3	<p>To receive & approve apologies for absence. Councillor France – work commitments</p>
140524/4	<p>To Receive Declarations of Pecuniary and non-Pecuniary Interest Councillors to declare any personal and/or pecuniary interest in any item on the agenda and to inform the Chairman if they wish to speak on the matter during the Public Forum. There were no declarations made.</p>
140524/5	<p>Open Forum for Public Participation An opportunity for parishioners to address Parish Councillors and for Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted. There were no members of the public in attendance.</p>
140524/6	<p>To Approve the Minutes of the Meeting held on 16th April 2024 It was unanimously RESOLVED to approve the Full Parish Council Meeting minutes of 16th April 2024 as a true and accurate record of the meeting. Motion carried.</p> <p style="text-align: right;">Proposed WB Seconded SB</p>
140524/7	<p>Council business</p> <ul style="list-style-type: none">a) To consider annual play area inspections and take any necessary action. The council discussed the inspection report, and it was noted all immediate matters had been rectified by Councillor Bell. The gate was to be investigated.b) Handyman – update. There was no update.c) Update Movable Vehicle Activated sign. AS updated that a site visit to mark out post locations prior to works commencing was to be conducted w/c 28th May 2024. AS to attend.d) Street Light Update WB updated that the new streetlight in Church Lane is now fully operational.e) Application to dedicate a Village Green under S.15(8) of the Commons Act 2006 in Stetchworth The council discussed the application, and it was unanimously RESOLVED they still wished to dedicate the land as a village green. Clerk to confirm with the definitive map Officer. <p style="text-align: right;">Proposed WB Seconded PS</p>
140524/8	<p>The Ellesmere Centre AS updated that the conversion of the squash courts is ongoing.</p>
140524/9	<p>District & County Councillors' Reports Reports had been submitted within the Annual Parish Meeting.</p>

	AS updated that the EV Charge Points was something that would be discussed at The Ellesmere meeting next week.		
140524/10	Finance - to approve accounts for payment:		
(a)	Ref:	Payee/Item	Total
	(1)	ROSPA – Annual Inspection	£206.40
	(2)	TBM – Renewal of ESET for 1 year	£34.99
	(3)	TBM – 2 x Microsoft 365 Licenses	£14.90
	(4)	RH Landscapes – Grass Cutting April	£288.00
	(5)	The Ellesmere Centre – Hire	£18.00
	(6)	SSE – Street Light Energy	£123.23
	(7)	S& J Accountancy Services	£90.00
	(8)	CAPALC – Affiliation Renewal	£379.41
	(9)	HMRC, Staffing and Expenses	TBC
(b)	To note monies received: - <ul style="list-style-type: none"> East Cambs District Council Precept 2024/25 1st Instalment £9647.28 All payment, income, and bank reconciliation within 140524/10 (a) and (b) were unanimously APPROVED . Proposes WB Seconded PS		
(c)	To approve and adopt Standing Orders Having review the Standing Order it was unanimously RESOLVED to approve them. Motion carried. Proposed WB Seconded PS		
	To approve and adopt Financial Regulations Having review the Financial Regulations (2024) it was unanimously RESOLVED to approve them. Motion carried. Proposed WB Seconded PS		
	To approve the Standards and Code of Conduct for Members Having review the Standards and Code of Conduct for Members it was unanimously RESOLVED to approve them. Motion carried. Proposed WB Seconded PS		
	To approve the Councils Policies and Procedures, including the adopt of General Power of Competence Having review the Policies and Procedures, including the adoption of General Power of Competence were unanimously RESOLVED to approve them. Motion carried. Proposed WB Seconded PS		
	Internal Audit Report 2023/24 to be accepted and approved. Having review the Internal audit Report 2023/24 it was unanimously RESOLVED to approve it. Motion carried. Proposed WB Seconded PS		
(d)	AGAR 23/24: External Audit Certificate of Exemption to be approved.		
	AGAR 23/24: Annual Governance Statement 2023/24 to be approved. It was unanimously RESOLVED that statements 1-8 in the Annual Governance statement for 2023-24 should be answered "YES", statement 9 should be answered "N/A" and the document should be approved by council. The document was signed by the Chairman and the Clerk. Proposed WB Seconded PS		
(e)	AGAR 23/2: Accounting Statements 2023/24 to be approved The Council considered the Accounting Statement 2023-24 as circulated to all councillors. It was unanimously agreed it should be approved. The document was signed by the Chairman and the Clerk. Proposed WB Seconded SB		
(f)	Appointment of Internal Auditor 2024/25 It was unanimously RESOLVED to appoint S & J Accounting as the Internal Auditor for 2024-25. Proposed WB Seconded SB		
140524/11	Correspondence Received (information purposes only)		
	<ul style="list-style-type: none"> Fully funded opportunity to install Electric Vehicle Charging Infrastructure- From Cambridgeshire County Council Draft Supplementary Planning Document (SPD): Hedgehog Recovery Design Guidance SPD 		

140524/12	Planning
(a)	<u>To receive planning application decisions and tree works: -</u> <ul style="list-style-type: none"> • 23/01296/FUL White Horse Stables, High Street, Stetchworth (Amendment) Proposed horse walker and relocation of muck heap (amended plans and description of proposal updated to include the relocation of the existing muck heap) – pending consideration. •
(b)	<u>To consider planning applications received:</u> <ul style="list-style-type: none"> • None
140524/13	Date of Next Meeting & Matters for Future Consideration 18 th June 2024 at 7pm
	Meeting closed at 19.48

WJL 18/6/2024