

Stubton Village Blog – SPC Minutes

STUBTON PARISH COUNCIL

DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL, HELD ON MONDAY 12 MAY AT 7.30pm AT STUBTON VILLAGE HALL, FENTON ROAD, STUBTON.

Councillors present:

Cllr Sam Kirk

Cllr David Wood

Cllr Jenny Taylor

Cllr Keith Frith

In attendance:

Jackie Britten-Crooks (Parish Clerk)

Also present:

20 members of the public

The meeting commenced at 7.31pm.

1. ELECTION OF CHAIRMAN

It was proposed, seconded & **Resolved** to appoint Councillor Sam Kirk to the role of Chairman of the Parish Council.

2. DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Sam Kirk signed the Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN

It was proposed, seconded & **Resolved** to appoint Councillor David Wood to the role of Vice Chairman of the Parish Council.

4. DECLARATION OF ACCEPTANCE OF OFFICE

Councillor David Wood signed the Declaration of Acceptance of Office.

5. APOLOGIES FOR ABSENCE

None

6. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor Jenny Taylor informed the Council that her membership of Stubton Hub Social Club Committee had been recorded in her Register of Interests.

7. MINUTES

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It was proposed, seconded & **Resolved** that the Draft Minutes of the previous meetings held on Monday 17th March 2025 & Monday 28th April 2025 be adopted as the Official Minutes of those meetings & to be signed by the Chairman.

8. STANDING ORDERS

It was proposed, seconded & **Resolved** to adopt the NALC model Standing Orders, as amended where appropriate, for 2025.

9. INSURANCE

It was proposed, seconded & **Resolved** that the most suitable insurance for the Parish Council was the Zurich policy & for the Clerk to make arrangements for acceptance of the policy quotation & for payment for 1 year.

10. RISK REGISTER

It was proposed, seconded & **Resolved** to adopt the Risk Register.

11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

- a) It was proposed, seconded & **Resolved** to approve the Governance Statement.
- b) It was proposed, seconded & **Resolved** to approve the Accounting Statement.
- c) It was proposed, seconded & **Resolved** to approve the Exemption Certificate.
- d) It was proposed, seconded & **Resolved** to approve the Transparency Code/Publication Scheme.

The completion of the internal audit was noted & the dates of the Notice of Public Rights & Publication of the AGAR for the accounts for the year ended 31 March 2025 was approved.

12. FINANCE

The TSB bank balance of £6599.12 as of 8 May 2025 was noted.

13. CO-OPTION

It was proposed, seconded & **Resolved** to co-opt Keith Frith onto Stubton Parish Council & to receive Councillor Keith Frith's Declaration of Acceptance of Office. Councillor Frith joined the meeting.

14. VILLAGE PLANTING SCHEME

It was proposed, seconded & **Resolved** that an earmarked sum of money in the region of £100 be provided for the village open spaces, summer planting scheme. The idea of a bespoke bench for an open space in the village was discussed, with a view to exploring the project further.

A date of the next ordinary meeting was agreed as Monday 9th June 2025.