

STANTON LACY PARISH COUNCIL

Draft Minutes of the Annual Meeting of Stanton Lacy Parish Council at 8pm on 26th May 2022 at Stanton Lacy Village Hall

- 1. Election of Chair and Vice Chair:** Cllr Finch was nominated by Cllr R Gatehouse 2nd Cllr Jones. Unanimously elected as Chair. Cllr R Gatehouse was nominated by Cllr Finch 2nd Cllr Jones. Unanimously elected as Vice Chair. Cllrs Finch and R Gatehouse signed the Acceptance of Office forms.
- 2. Apologies for absence:** Cllr Redman. Cllr Motley (Shropshire Council)
- 3. Declarations of Interest and Dispensations:** None
- 4. Approve the minutes of the ordinary meeting on 17th March 2022 and the extraordinary meeting on 21st April 2022:** Approved and signed as correct. Prop Cllr Parker 2nd Cllr Williams.
- 5. Election of Representatives:**
 - 5.1. South Shropshire Area Committee: Cllr R Gatehouse and Cllr Parker
 - 5.2. Footpath Warden: Mr John Grant is willing to continue in this role.
 - 5.3. Flood Action Group: Cllr Parker.
 - 5.4. Louisa Powell Almshouses: Cllr Williams
 - 5.5. Village Hall Committee: Cllr Jones
 - 5.6. Internal Checker: Cllr Parker
- 6. Approve the Annual Governance and Accountability Return 2021-2022:**
 - 6.1. Internal Audit Report: The Council wished to thank Mr Brian Cairns for his report and reviewed its content. There were no issues raised by the auditor.
 - 6.2. Annual Governance Statement was reviewed and signed by the Chair.
 - 6.3. Accounting Statement was reviewed and signed by the Chair
 - 6.4. Bank Reconciliation was reviewed and accepted.
 - 6.5. Analysis of Variances was reviewed and accepted.
 - 6.6. Certificate of Exemption it was agreed that the Council can certificate itself as exempt from a limited assurance review and was signed by the Chair. The gross annual income for 2021-22 was £5,003 and the gross expenditure for 2021-22 was £4,269.
 - 6.7. Notice of the Period of the Exercise of Public Rights dates were set as the 13th June to the 22nd July 2022.

Items 6.1 to 6.7 were accepted unanimously. Prop Cllr Finch 2nd Cllr Parker.
- 7. Finance:**
 - 7.1. Annual Parish Accounts and Asset Register were reviewed and signed as correct by the Chair.
 - 7.2. Insurance: It was decided to accept the quotation of £284.80 by Zurich Insurance as others were considerably higher with similar levels of cover.
 - 7.3. Donations: This matter is deferred to the next meeting to gather further information.
 - 7.4. Payments authorised to D Lewis (Lengthsman) Inv 143 £68, H Coonick (reimbursement for Defibrillator Batteries and Pads) £817.20. Air Ambulance (on behalf of Mr Cairns, Auditor) £25, 123 Reg (website domain) £19.19. Microsoft 365 £79.99 (to be divided with Culmington and Munslow PC's), H Coonick £31.66 (reimbursement for Antivirus software). Expected payments authorised: D Lewis (Lengthman) £100, Information Commissioners Office £35.00. Prop Cllr Finch, 2nd Cllr Williams.

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7.5. Environmental Maintenance Grant Terms were fully complied with during the period April 2021- March 2022.

8. Risk Assessment: was reviewed and adopted.

9. Issues from the Annual Parish Meeting: No items for consideration.

10. Boundary Review and Possible Parish Boundary Changes: The Clerk will report to Cllr Motley that the areas for consideration of boundary changes are a. Vernolds Common b. Lydehole Farm c. Whitbatch. Bromfield Parish Council do not support a change with the boundary at Whitbatch. Both Culmington and Diddlebury Parish Councils support the changes with their boundaries.

11. Notice Board at the Top of the Hope: Cllr Finch thanks Mr Rosson for installing the notice board in the bus shelter at the top of The Hope. The Clerk will look into a small sign for the shelter.

12. BT Fibre Optic Broadband Network Introduction: The Clerk has placed an article in Ripples regarding this issue and will also put it onto the Parish Council website.

13. Agenda Items for the next meeting: a. Smartwater b. Road sign for Haytons Bent c. hedge trimming.

14. The next meeting to be held on Thursday 21st July 2022 at 7.30pm.