STANTON LACY PARISH COUNCIL

Minutes of the Annual Meeting of Stanton Lacy Parish Council On 23rd May 2024

Present: Cllrs Margaret Davis, Martin Finch, Emma Gatehouse, Robin Gatehouse, Phil Jones, Phil Parker, Corin Redman and Peter Williams. **In Attendance**: Cllr Cecilia Motley (Shropshire Council), Heather Coonick (Clerk/RFO).

1. **Election of Chair and Vice Chair and Sign Acceptance of Office Forms:** Cllr Robin Gatehouse proposed and Peter Williams seconded: Cllr Martin Finch was elected as Chair and signed the Acceptance of Office Form. Cllr Robin Gatehouse and Cllr Emma Gatehouse seconded: Cllr Phil Parker was elected as Vice Chair and signed the Acceptance of Office Form.
2. **Apologies for absence and acceptance of apologies:** None
3. **Declarations of Interest and Dispensations**: None
4. **Approve the minutes of the ordinary meeting on 19th March 2024**.

   RESOLVED: to accept the minutes as an accurate record and they were signed by the chair.
5. **Confirm Eligibility for General Power of Competence:**
   RESOLVED: to confirm that the Council is eligible due to having a majority of elected members and a suitably qualified clerk.
6. **Election of Representatives**:

   6.1. South Shropshire Area Committee – Cllr Robin Gatehouse
   6.2. Footpath Warden – The Council will approach members of the public and confirm at the next meeting.
   6.3. Louisa Powell Almshouses: Cllr Peter Williams
   6.4. Village Hall Committee: Cllr Phil Jones

7. **Approve the Annual Governance and Accountability Return 2023-2024:**

   7.1. Annual Report:
   RESOLVED: to approve the Annual Report
   7.2. Accounting Statements: the income was £5,509 and the expenditure was £4,739 for 01/04/2023-31/03/2024. There is a carry forward of £6,775.89.
   RESOLVED to approve and sign the statement.
   7.3. Internal Audit Report: the internal auditor reported that in his opinion the controls in place during 2023-2024 were sufficient for the purposes of the council. Noted.
   7.4. Annual Governance Statement:
   RESOLVED to approve and sign the statement.
   7.5. Certificate of Exemption: the council can certify itself as exempt from external audit if it confirms it does not have income or expenditure in excess of £25,000.
   RESOLVED: to exempt the council and sign the Certificate of Exemption.
   7.6. Confirm the Dates of the Period for the Exercise of Public Rights:
   RESOLVED: to set the dates for the period as 1st July – 9th August, when any person can inspect copies of the Annual Governance and Accountability Return and accounting records. The Notice to be placed on Notice Boards and the Parish Council website.

8. **Finance:**

   8.1. Review the Asset Register and Insurance Cover: The asset register records a total of £2,290.70. Two insurance quotations have been received.
   RESOLVED: to accept the quotation from Zurich Insurance of £277.
   8.2. Income and Payments Since the Last Meeting: the precept of £4,677 has been received.
   8.3. Authorise Payments: A payment to HMRC of £100 has been made since the last meeting. Further payments: a. Information Commissioners Office £35, K Adams (Internal Auditor) £75, H Coonick (reimbursement stationery and domain) £54.35, D Lewis (Environmental Maintenance) inv 501 £63.75 and inv 532 £97.75 and Shropshire Association of Local

Councils Affiliation Fee £205.59. The Environmental Maintenance Contractor has requested an increase of hourly rate to £18.
RESOLVED: to authorise the payments and an increase to £18 per hour for the Environmental Maintenance Contractor.

8.4. Confirm the Environmental Maintenance Grant Terms:
RESOLVED: council confirmed that it has spent the grant for 2023-24 in accordance with the grant conditions.

8.5. Re-enrolment and Re-declaration of Compliance with the Pension Regulator: the Clerk has declared compliance with the Pension Regulator.

9. Review and Adopt the:

9.1. Risk Assessment:
RESOLVED: to adopt the Risk Assessment

9.2. Standing Orders:
RESOLVED: to adopt the Standing Orders

9.3. Financial Regulations: deferred to the next meeting.

9.4. Code of Conduct:
RESOLVED: to adopt the Code of Conduct.

10. Consider Items for Inclusion in the Place Plan Raised in the Annual Parish Meeting: there were no new items to add to the Place Plan.

11. West Mercia Police Community Charter Parish Contract Priorities:
RESOLVED: to identify the following as priorities a. rural crime b. wildlife crime (including sheep worrying) c. burglaries from outbuildings.

12. Agree the Dates of the Meetings for the Coming Year.
RESOLVED: that the dates for the coming year are 7.30pm at Stanton Lacy Village Hall, 16th July, 19th September, 21st November, 16th January 2025, 20th March and the Annual Parish Council and Annual Parish Meeting will be held on the 15th May 2025.

13. Agenda Items for the next meeting: a. Review and Adopt the Financial Regulations b. Update on Repairs to the Haytons Bent to Hopton Cangeford Road c. Consider Actions Regarding Ambulances Travelling up Titterhill

14. The next ordinary Parish Council meeting will be held on Tuesday 16th July 2024 at 7.30pm.

Signed: (Chair) Date: