

**STONE RURAL PARISH COUNCIL**

**ANNUAL MEETING OF THE PARISH COUNCIL**

**Minutes of annual meeting of the Parish Council held on 11 May 2023  
at 7.30pm at Moddershall Village Hall**

<b>Present:</b>	Councillors:	Cllr A McCulloch (Chairman) Cllr D Scrivens Cllr G Jones Cllr S Haine Cllr T Banks Cllr P Dimberline Cllr W Woolliscroft
	Borough Councillors	None
	County Councillor	None
	Parish Clerk	L V Davies

**1. SIGNING OF ACCEPTANCE OF OFFICE**

Cllrs signed their Acceptance of Office forms for the Parish Council.

**2. ELECTION OF CHAIRMAN FOR THE FOLLOWING YEAR**

**2.1.** It was proposed, seconded and AGREED that Cllr A McCulloch be elected Chairman for the coming year.

**2.2.** Cllr McCulloch duly signed the Declaration of Acceptance of Office of Chairman.

**3. ELECTION OF VICE CHAIRMAN FOR THE FOLLOWING YEAR**

**3.1.** It was proposed, seconded and AGREED that Cllr P Dimberline be elected as Vice Chairman for the following year.

**3.2.** Cllr Dimberline duly signed the Declaration of Acceptance of Office of Vice Chairman.

**4. APOLOGIES RECEIVED**

Apologies were received and accepted from Cllr T Mardling, Cllr M James and Cllr M Tyler.

**5. DECLARATIONS OF INTEREST**

Cllr S Haine declared a conflict of interest in agenda item 9.2

## 6. APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made to outside bodies for 2023/24:

- Stone Common Plot Committee Cllr T Mardling
- SPCA Area Committee Sue Haine/Chairman
- Highways Authority/RoW Parish Clerk/Chairman
- Neighbourhood watch Cllr M James

## 7. APPOINTMENTS TO THE PLANNING COMMITTEE

7.1. The following members were elected to the Planning Committee for 2023/24:

- Cllr D Scrivens (Chairman)
- Cllr S Haine
- Cllr P Dimberline
- Cllr A McCulloch
- Cllr T Mardling
- Cllr M James

7.2. It was AGREED to adopt the Planning Committee Terms of Reference.

## 8. CHAIRMAN'S REPORT FOR THE YEAR ENDING 31 MARCH 2023

The Parish Council received the Chairman's report.

## 9. FINANCIAL MATTERS

### 9.1. RECEIVE THE FINANCIAL REVIEW FOR THE YEAR ENDING 31 MARCH 2023

The Clerk provided a summary of the financials for the Parish Council during the year.

### 9.2. RECEIVE THE SECTION 137 REPORT AND AGREE DONATIONS FOR 2023

9.2.1. The Section 137 Report was considered.

9.2.2. It was proposed, seconded and AGREED that the youth organisation in Oulton and Aston-by-Stone should receive the following donations, totalling £2,000 across the organisations. **Clerk to arrange**

- |  |              |
|--|--------------|
| • Aston & Little Stoke Rainbows, Brownies and Guides | £166.67 each |
| • Aston & Little Stoke Scouts                        | £500.00      |
| • Oulton Scouts                                      | £500.00      |
| • Oulton Guides                                      | £250.00      |

- Oulton Brownies and Rainbows £125.00 each

**9.2.3.** It was proposed, seconded and AGREED that Oulton Community Group, Stone Community First Responders and Age Concern Stone & District should, on this occasion, receive a donation of £250, totalling £750. **Clerk to arrange**

**9.3. RECEIVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 REPORT**

**9.3.1.** The Annual Governance and Accountability Return report was considered.

**9.3.2.** It was noted that the internal auditor had signed the Annual Internal Audit Report of the AGAR stating that all internal control objectives had been met. It was AGREED to appoint Mrs K Squires as internal auditor for the coming year.

**9.4. RECEIVE THE GOVERNANCE STATEMENT OF THE AGAR RETURN YEAR ENDING 31 MARCH 2023**

The Parish Council APPROVED the Annual Governance Statement for 2022/23 and authorised the Chairman to sign section 1 of the Annual Governance and Accountability Return accordingly, which he duly did.

**9.5. RECEIVE THE ACCOUNTING STATEMENTS OF THE AGAR RETURN YEAR ENDING 31 MARCH 2023**

**9.5.1.** The Parish Council APPROVED the Accounting Statement for 2022/23 and authorised the Chairman to sign section 2 of the Annual Governance and Accountability Return accordingly, which he duly did.

**9.5.2.** The Parish Council reviewed the end of year Bank Reconciliation and authorised the Chairman to sign it, which he duly did.

**9.5.3.** The Parish Council reviewed the Schedule of Significant Variances and duly AGREED it.

**9.5.4.** The Parish Council reviewed all of the Earmarked Reserves held by the Parish Council and duly AGREED them.

**9.5.5.** The Parish Council reviewed the commencement dates for the exercise of public rights.

**9.5.6.** The Parish Council reviewed the schedule of assets as at 31 March 2023.

**10. RISK ASSESSMENT**

**10.1.** The Parish Council's Risk assessment was reviewed by the meeting.

**10.2.** Risks to be monitored by the Clerk on an ongoing basis and brought back to the Parish Council as necessary. **Clerk to arrange.**

- 10.3.** Risk Assessment to remain as a standing item at the APA regardless of the above.  
**Clerk to arrange.**

**11. STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW**

- 11.1.** The Standing Orders and Financial Regulations Review report was received and considered by the meeting.
- 11.2.** It was AGREED to adopt the Standing Orders and Financial Regulations as set out in the report.
- 11.3.** The report of regular payments and direct debits was received and it AGREED to accept the list of regular payments and direct debits as set out in the report.

**12. REVIEW OF CODE OF CONDUCT AND DATA PROTECTION POLICIES**

- 12.1.** The Parish Council's code of conduct report was considered.
- 12.2.** It was AGREED to adopt the code of conduct as set out in the report.
- 12.3.** The report of the clerk for the Parish Council's data protection policies was considered.
- 12.4.** It was AGREED to adopt the policies as set out in the report.

**13. TO AGREE TO DEFER THE REVIEW OF OTHER POLICIES MENTIONED IN THE STANDING ORDERS AT S5(J) UNTIL THE NEXT MEETING**

It was AGREED to defer the review of other policies mentioned in the standing orders at s5(j) until the next meeting.

**14. DATE AND TIME OF NEXT MEETING**

***The next Annual Meeting of the Parish Council is provisionally scheduled for  
Wednesday, 9 May 2024 at 7.00pm at Moddershall Village Hall***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Chairman**

Lucy Davies  
Parish Clerk  
May 2023