

**Minutes of the Annual Meeting of Stanford Dingley Parish Council held on  
Tuesday 21<sup>st</sup> May 2024 at 7.30pm in the Club Room, Stanford Dingley.**

**Present:** Cllr. H. Fullerton; Cllr. E. Hanrahan; Cllr. S. Logan; Cllr. T. Rudd; Mrs. H. Pratt (Clerk).  
No members of the public.

**1 Election of a Chairman.**

Cllr. Fullerton proposed that Cllr. Hanrahan be Chairman of SDPC for the coming year, this was seconded by Cllr. Rudd and unanimously agreed.

Cllr. Hanrahan signed his Declaration of Acceptance of Office as Chairman of SDPC.

**2 Election of a Vice Chairman.**

Cllr. Hanrahan proposed that Cllr. Logan be Vice Chairman of SDPC. This was seconded by Cllr. Fullerton and unanimously agreed.

**3 Public Session.**

**3.1 Parking outside The Old Boot.**

Parking outside The Old Boot is becoming an issue. A local resident frequently leaves two or three cars parked in the road. Recently, twenty-five cars were parked in the carpark and twelve in the road. It was agreed that the landlord would be asked to mark out the carpark so it could be used more effectively and if they could encourage drivers to park in the carpark.

**3.2 Generator.**

It was questioned whether anyone was testing the generator. The generator is not yet fully installed. The plan was that it would be started twice a year, once in the spring and once in the autumn. A trickle charger is being used to ensure the battery is continually topped up.

Cllr. Hanrahan will ask the parishioner who ran the project about completion.

**3.3 Use of Agricultural Land as Domestic Curtilage.**

Concern was raised about residents who own both domestic and agricultural curtilage and are using the agricultural curtilage as domestic. Particular concern was raised about those properties on the edge of the village where the use of the agricultural curtilage has the potential to extend the village.

Councillors agreed to talk to the home owners in question.

**4 Apologies.**

Apologies of absence were received from District Cllr. Read.

**5 Declaration of Interests.**

**5.1 Updates to the Register of Interests.**

There were no updates to the Register of Interests.

**5.2 Declarations of Interest in Agenda Items.**

There were no other declarations of interest in any agenda items.

**6 Approval of minutes of the Following Meetings of SDPC.**

Minutes of the meeting held on 19<sup>th</sup> March and the extra ordinary meeting held on the 30<sup>th</sup> April 2024 were agreed as a true record of the meeting and signed by the Chairman.

**7 To review Corporate Documents and the Asset Register.**

**7.1 Standing Orders.**

It was resolved to make no updates to the Standing Orders.

**7.2 Financial Regulations.**

The Clerk reported that NALC had recently published a new template for Financial Regulations. It was agreed that the SDPC would look to adopting Financial Regulations based on the new template, with support for online banking at the SDPC meeting in July.

**7.3 Code of Conduct.**

It was resolved to make no updates to the Code of Conduct.

HP

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|------|---|----|
| 7.4  | <u>Asset Register.</u><br>The Clerk will update the Asset Register for FY23/24 to include the generator and the defibrillator as at the 31 <sup>st</sup> March 2024. The fruit trees on the Village Field will be added to the Asset Register for FY24/25.  | HP |
| 8    | <b><u>To Review the Risk Assessment.</u></b><br>It was agreed that the Clerk would recirculate the Risk Assessment. It was suggested that the Risk Assessment should include risk assessments for the Clubroom, the Village field the Village Green and the generator.  | HP |
| 9    | <b><u>To Review the Insurance Provision.</u></b><br>Insurance details were circulated to councillors prior to the meeting and it was agreed to renew the current insurance with Zurich.   |    |
| 10   | <b><u>To set the dates for Ordinary Meetings for the coming Year.</u></b><br>It was agreed that meetings for the coming year would take place on: <ul style="list-style-type: none"> <li>- Tuesday 30<sup>th</sup> July 2024</li> <li>- Tuesday 24th September 2024</li> <li>- Tuesday 26th November 2024</li> <li>- Tuesday 28th January 2025</li> <li>- Tuesday 25th March 2025</li> <li>- Tuesday 27th May 2025 (Annual meeting of council).</li> </ul> All meetings will take place in the Clubroom, commencing at 7.30pm.  |    |
| 11   | <b><u>Planning.</u></b>   |    |
| 11.1 | <u>Kingsmead, Jennets Hill.</u><br>Councillors have attended a site meeting to learn about proposals for Kingsmead.   |    |
| 12   | <b><u>Parish Council Assets.</u></b>  |    |
| 12.1 | <u>Village Field.</u><br>The farmer of the adjacent land will be carrying out fencing work around the Village Field and the cost will be split. A new self-closing gate for the public footpath has been obtained from WBC. Cllr. Hanrahan is mowing around the fruit trees and will mow a path to McCurdy's barns in case it is wet on the day of the fete.  |    |
| 12.2 | <u>Club Room.</u><br>The replacement external door should have been fitted today.<br>The new cleaning rota is considered to be working well.  |    |
| 13   | <b><u>District Councillor's Report.</u></b><br>District Cllr. Read had circulated a report prior to the meeting.  |    |
| 14   | <b><u>Delivery over the last year and priorities for the coming year.</u></b><br>Overall, it was agreed that SDPC has improved its communications with parishioners and generally had done a good job. It was noted that the generator project was unfinished. Restoration of the Village Pump had taken place and now needs to be submitted for heritage listing.<br>It was agreed that aims for the coming year would include: <ul style="list-style-type: none"> <li>- Registering both The Bull and the Old Boot as assets of Community Value.</li> <li>- Replacing the shed roof (behind the Club Room).</li> <li>- Clarifying what should be done with the scanned history archive, looking at the future of the website and exploring moving to a .gov.uk domain.</li> <li>- Progress work on making the centre of Stanford Dingley a 20mph zone.</li> <li>- Progress work with partners to identify the location of water infiltration into the sewer network and resolving the issue of the resulting sewer flooding in Stanford Dingley.</li> </ul> |    |
| 15   | <b><u>Reports.</u></b>  |    |
| 15.1 | <u>Events Committee.</u><br>There was no update from the Events Committee; they were also meeting on the 21 <sup>st</sup> May.  |    |

**16 Clerk's report.**

**16.1 Finances.**

**16.1.1 Expenditure and Income against Budget for FY23/24.**

Prior to the meeting, the Clerk circulated a report of the expenditure against budget for FY23/24. It was noted that spending under resilience included the generator and the concrete base, totalling £5,592.34 (excluding VAT) which is funded from the SSE resilience grant obtained in FY22/23.

Items covered in "Sundry" include the scanning of the parish archive, framing the village photograph taken for the Coronation of King Charles III and the restoration of the Village Pump, which is part funded by a WBC Members Bid grant.

Club Room maintenance includes the felling of the leylandii behind the Club Room at a cost of £2,580 (excluding VAT).

**16.1.2 Financial Statement dated 21/5/2024.**

The Clerk circulated a financial statement, dated the 21<sup>st</sup> May which reconciled the balance to the bank statements. The bank statements showed a balance of £8,951.47 in the Treasurers Account and £6,572.30 in the Business Instant Account, both dated 30<sup>th</sup> April 2024. Once all payments and receipts have cleared, the balance in the Treasurers Account will be £4,637.02.

The financial statement includes an unrepresented lodgement of £20 which was due to be paid for use of the Club Room. This lodgement has since been cancelled due to the cleanliness of the Club Room.

**16.1.3 Verification of Bank Statements.**

Cllr. Rudd verified that the financial statement matched the bank reconciliation and signed it.

**16.1.4 Authorisation of Payments.**

The following payments have been made since the last SDPC meeting:

|  |           |
|--|-----------|
| Village Pump (FY23/24)                   | £705.60   |
| CPRE membership                          | £60.00    |
| May 2023 Election costs                  | £690.94   |
| Bin emptying                             | £85.79    |
| SSE for Club Room (1/10/23 -- 31/1/24)   | £123.49   |
| BALC membership                          | £50.86    |
| Horticultural Horace (Village field)     | £3,237.10 |
| Electrical inspection of Club Room       | £342.30   |
| APA expenses                             | £92.89    |
| SSE for Club Room (1/2/2024 - 28/2/2024) | £29.61    |
| RoSPA inspection                         | £93.60    |

The first half of the precept of £3,000 has been received.

**16.2 Extra Ordinary meeting to approve the AGAR.**

It was agreed to hold an extra ordinary meeting on Tuesday 18<sup>th</sup> June at 8pm to consider the Internal Auditors report and to approve the Annual Governance and Accountability Report (AGAR). Cllr. Hanrahan gave his apologies in advance for this meeting.

**17 Meeting Closure.**

There being no further business, the meeting closed at 9.30pm.

**Date of next SDPC meetings:**

**Extra Ordinary meeting: Tuesday 18<sup>th</sup> June 2024 at 8.00pm in the Club Room.**

**Ordinary meeting: Tuesday 30<sup>th</sup> July 2024.**

Signed:

Date: