

# STOKE -SUB- HAMDON PARISH COUNCIL

Clerk. Mr Neil Bloomfield, Tel: **07545 951 917**  
email clerk@stoke-sub-hamdon-pc.gov.uk

## Minutes of the Full Extra Council Meeting Tuesday 15th August 2023 at The Lighthouse, West Street

**Present** Cllr Foley (Chair), Cllr Burton, Cllr Middleton, Cllr Hulett, Cllr M Foley, Cllr Phillips. After (item 23/142) Cllr Hulber, Cllr Wilkinson, N Bloomfield (Clerk)

**23/137 Announced Meeting Being Recorded**

**23/138 Apologies for Absence**

Received and accepted by council from Cllr Merrick & Cllr Holder

**23/139 Declarations of Interest**

Members interests as published on Council website and available by request to clerk. No additional declarations made.

**23/140 Public Questions**

Mr Simon Hulber and Ms Sam Wilkinson Cllr Pearlstone raised a question regards the minutes on behalf of Cllr Bailey

**23/141 Approve the Minutes of Previous Meeting**

Council **RESOLVED** to accept Minutes of full council meeting on 5<sup>th</sup> July 2023

**AGREED** Unanimously

**23/142 Casual Vacancies**

Simon Hulber & Samantha Wilkinson gave short presentations on why they wished to be parish councillors.

Council **RESOLVED to** approve both be coopted onto the council.

**AGREED** Unanimously

**23/12343 Declaration Of Acceptance Of Office**  
Simon Hulber & Sam Wilkinson signed the Declaration of acceptance of Office witnessed by the Clerk. Both Cllrs then took their seats.

**23/144 Scheme of Delegation & Committee Terms of Reference**

Council **RESOLVED** to accept the Scheme of Delegation & Terms of reference but asked the index be simplified.

**AGREED** Unanimously

**23/145 To Approve Membership of Finance & Resources Committee and Planning Committee.**

It was **RESOLVED** to appoint the following councillors to committees as follows:

Planning Committee:

Cllr Wilkinson, Cllr Middleton, Cllr Hulett, Cllr Hulber, Cll (M) Foley

Finance & Resources

Cllr Merrick, Cllr Middleton, Cllr Burton, Cllr (M) Foley 1 vacancy

**AGREED** Unanimously

**23/146 Amendments to Standing Orders & Financial Regulations**

Council **RESOLVED** that the Clerk make the necessary amendments to both Standing Orders & Financial Regulations to take account of the changes made when adopting the Scheme of Delegation (**minute 23/144**)

**AGREED** Unanimously

**23/147 Full Council Meeting Dates**

Council **RESOLVED** to accept the following dates as its calendar for full council meetings for the remainder on the municipal year

06/09/23

04/10/23

01/11/23

06/12/23

03/01/24

07/02/24

06/03/24

**AGREED Unanimously**

**23/148 Finance**

**1. New Office Accommodation**

The new office accommodation, agreed at last full council (minute 23/135), required funds for the essential setup and utilities until the end of current financial year.

Council **RESOLVED** to create new budget lines

- a) Utilities £1,000 and
- b) Setup (fittings/equipment) £3,000

be created by viring £4,000 from the general reserves.

**AGREED Unanimously**

**2. Council noted urgent payment by RFO**

the following payment authorised by RFO to avoid any late payment charge due to 7-day payment terms.

Invoice No 12/1449

'Do the Numbers" Ltd.

£475.0

Sec. 5.5(a) Financial  
Regulations

**Noted**

**23/149 Amend Council Resolution within 6 months (23/111)**

Under Standing Orders, a motion submitted by two Cllrs requesting council revisit the grounds maintenance contract. Members were advised there were two prices contained within the quote from the contractor.

After a short discussion council **RESOLVED** to amend the contract based on grass mulching at the lower figure of £9,000 per annum for the same time period and paid by monthly standing order

**AGREED Unanimously**

**23/150 Motion to exclude press and public**

Council **RESOLVED** to exclude press and public. Owing to the nature of the agenda item that follows the press and public will be excluded as public discussion of the items would be prejudicial to

the public interest by reason of the confidential nature of the business to be transacted. Section 1 of the public Bodies (admission to meetings) Act 1960

**AGREED** Unanimously

**23/151 Revised Staff Contract and conditions of service**

Council **RESOLVED** that a new contract be drawn up as soon as possible.

**AGREED** Unanimously