

Present: Cllr Waudby, Cllr Hewitt, Cllr Arden, Cllr Eden, Cllr Turner

In attendance: Miss N Culliford (Clerk), Cllr Mullally, two members of the public

001 Election of Chair

It was proposed by Cllr. Arden and seconded by Cllr. Turner that Cllr. Waudby be re-elected as chair for the coming year. Resolved all agreed in favour.

002 Election of Vice Chair

It was proposed by Cllr. Eden and seconded by Cllr. Waudby that Cllr. Arden be re-elected as vice chair for the coming year. Resolved all agreed in favour.

003 Apologies for Absence

None received

004 Declarations of Interest (in accordance with the Localism Act 2011 and any dispensations that may arise)

There were no additional declarations of interest.

005 Minutes for Approval from previous meeting of Thursday 5th March 2026

It was proposed by Cllr Arden and seconded by Cllr Eden to accept the minutes of the March 2025 Parish Council meeting as a true copy of the meeting. Resolved all agreed in favour.

006 Clerk's Report on Matters Arising

a. The clerk has escalated the request for an update query regarding repair of damage to South Drive gas pipe to a representative at LCC highways.

007 Review of applications for the vacant office of Parish Councillor and vote to co-opt a candidate

A single application was received by the clerk from an eligible candidate, Mrs C Booth, who was in attendance. Councillors voted unanimously to co-opt Mrs Booth who then signed the declaration of acceptance.

008 Accounts and Governance

a. The clerk shared a summary of accounts for the last financial year ending 31st March 2026. It was proposed by Cllr Eden and seconded by Cllr Turner that these be accepted. Resolved all in favour.

SUMMARY OF ACCOUNTS 2025/6

Opening balance 01Apr25	£12710.68
Receipts (inc, precept & 2024/5 VAT refund)	£8990.12
Net. payments	£8093.18
VAT Paid	£818.43

Closing balance 31Mar26	£12789.19
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b. The annual audit certificate of exemption was accepted and signed by the clerk and chair.

c. The audit annual governance statement was accepted and signed by the clerk and chair.

d. The audit accounting statement was signed by the clerk and chair and accepted subject to the clerk reporting back on the variance between miscellaneous spend between 2024/5 and 2025/6.

Action: Clerk to review and report finding back to the group

e. It was proposed by Cllr Eden and seconded by Cllr. Turner to approve payments since the last parish council meeting on 5th March 2026.

Accounts from 1st March to 30th April 2026

To review payment of invoices and receipt of income since previous meeting

EXPENDITURE & INCOME DETAILS	RECEIPTS	PAYMENTS	ANNUAL BUDGET	SPEND TO DATE	INCOME TO DATE
01Mar – 31Mar26					
Misc.		14.00	0	135.60	0
Grass & Hedge Cutting		234.00	4000	3726.00	0
Clerk Salary & Tax		225.90	2000	2508.00	0
CIL		1027.40	N/A	1027.40	0
SRF		200.00	N/A	380.00	0
01Apr – 30Apr26					
Clerk Salary & Tax	17.97	180.72	2700	180.72	17.97
Memberships/Subscriptions		174.36	175.00	175.00	
Field Rent	265.00		N/A	0	265.00
Precept	6300.00		N/A	0	6300.00
PC Bank Balance as of 30/04/2026					
£19017.08					
Balance includes:					
Stow Recreation Fund		£4,936.33			
Of which, ringfenced for accessible play park equipment		£468.87			
CIL Allowance for items for village use		<u>£2232.16</u>			
		£7168.49			

f. The quote for renewal of council insurance for the year ahead was shared by the clerk and incurs no increase from the 205/6 premium. It was proposed by Cllr Arden and seconded by Cllr Eden that this be renewed with the current provider, resolved all agreed in favour.

Action: Clerk to confirm renewal with current provider

g. The ICO fee for 2026/2027 has increased by 10% and it was accepted that this be renewed on request

h. The clerk confirmed that there are no updates to the current parish council financial regulations, code of and standing orders. It was proposed by Cllr Waudby and seconded by Cllr Eden that these be re-adopted

i. The parish council's current risk register was shared for review and a number of amendments agreed including the addition of risk around potential 3rd party ownership claims against non-registered land, the proposed closure of St Mary's churchyard to further interment and financial reserves falling below required levels. **Action:** Clerk to update register to add further risks around potential for 3rd party ownership claims over unregistered land, maintaining appropriate financial reserves, and the proposed closure of St. Mary's churchyard.

Action: Clerk to schedule time with Cllr Eden to share information on financial processes for continuity in the event of absence

j. The parish council's asset register was shared for review. Cllr Eden commented that PC owned land should be added to the register in future (i.e. play park and parish field)

Action: Clerk to update asset register ongoing with relevant land details

Action: Cllr Waudby to investigate location and condition of village mower to determine whether this remains on the register

009 Council and Village Issues

a. Councillors reviewed priorities for 2025/6 and identified revisions for the year ahead including the addition of a third priority to reflect the importance of financial sustainability including proactive exploration of available grants. **Action:** Clerk to update priorities for 2026/7 and re publish on the PC website.

Action: Clerk to incorporate grant exploration and management into future meeting agendas

b. Cllr Eden shared an update on registration of the land known as the 'parish field'. The application has now been submitted to land registry with an estimated completion date of May 2027. There is no further action due on this matter until land registry come back with questions or to confirm completion.

c. Cllr Turner thanked the parish council and residents for recent contributions towards repair of the village clock that have now been completed.

d. A discussion was held around the proposed closure of St. Mary's churchyard to future interment and the signing of form part B(i) to confirm the PC has no objections to this. The parish council would like to understand WLDCs position on the proposed closure and responsibility for ongoing maintenance before accepting the form.

Action: Cllr Eden to contact the PCC to request an update on the proposed meeting with WLDC and to share back with the group once a date is confirmed.

e. The clerk shared an update that a new volunteer has come forward to take on monthly playpark inspections on a date tbc once the current volunteer stands down.

f. At the clerk's request the grass cutting contractor recently visited the playpark and provided a quote for various repair works aligned with 'amber' items in the 2025 annual inspection report. Following a discussion, it was agreed that the bench repair and bolt inspections and repair should go ahead but a decision on rockers would be subject to some further inspection.

Action: Clerk to contact contractor to request agreed work

g. Proposed changes to a public footpath at Church Road were discussed following resident contact to advise of intended works. There were no objections to this proposal.

Action: Clerk to advise resident of outcome

010 Highways

No updates to report

011 Communication with Parish Residents

a. Stow Bugle: It was agreed the following content would be contributed for the next issue:

- Cllr introductions: Cllr Booth
- List of all parish councillor names
- Chair's report from annual parish meeting
- Information on WLDC domestic fuel subsidy

Action: Clerk to prepare content and forward to Bugle team

012 Planning

No new applications to report.

013 Correspondence

No additional correspondence to report

014 County and District Councillor Reports

None received.

015 AOB

a. The clerk proposed that an action tracker be introduced for review at PC meetings. It was agreed this should be introduced ahead of the next meeting in July.

b. It was proposed by Cllr Arden and seconded by Cllr Eden to approve and adopt the latest document retention policy prepared by the clerk, resolved all agreed in favour.

Chair closed the meeting at 20:49pm