

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF STALLINGBOROUGH
PARISH COUNCIL HELD ON WEDNESDAY 8TH MAY 2024 AT 7.30 PM AT
STALLINGBOROUGH VILLAGE HALL, STATION ROAD, STALLINGBOROUGH**

Present: Cllr. Gilbert (Chairman)
Cllrs. Hoyes, H. Scott, Genney, Crofts, Hewis, Sears and Reid

Apologies: Cllr. J. Scott

In Attendance: Cllrs. K and S Swinburn, Ward Cllrs. NELC
PC Litter picker

There were no others present.

24/15 Election of Chairman

Cllr. Gilbert proposed and seconded and unanimously elected as Chair for the year and signed Declaration of Acceptance of Office.

RESOLVED: That Cllr. Gilbert be unanimously elected as Chairman for the year.

24/16 To receive and accept apologies for absence

Received from Cllr. J. Scott due to work commitments and accepted.

24/17 Declarations of Interest

None made.

24/18 Election of Vice-Chairman

Cllr. Hoyes nominated and seconded and unanimously elected as Vice-Chair.

RESOLVED: That Cllr. Hoyes serve as Vice-Chair for the year.

24/19 Election of Committees

To elect any Committees, Committee Chairman and Terms of Reference :

Personnel Committee

Cllr Hoyes Chairman, Cllrs. Sears and Genney as members and Cllr. Crofts as named substitute.

Terms of Reference adopted.

RESOLVED: That Personnel Committee be elected as agreed.

24/20 Appointment of Representatives on Outside bodies:

To appoint representatives onto outside bodies:

ERNLLCA District Committee - Chair and Clerk

Town and Parish Liaison – Cllr. Crofts but any member can attend.

BCCRP – Cllr. Reid

Shaping Stallingborough – Cllrs. Hoyes and H Scott

Police Liaison – Cllr. Reed.

NELC Highways Liaison – Cllr. Sears

RESOLVED: That those members appointed serve on the outside bodies shown.

24/21 To review all governance documents for Council as follows and agree any Necessary amendments:

Standing Orders and Chairmanship

Financial Regulations

Asset Register

Scheme of Delegation

Electronic banking protocol

Audit procedures including internal audit
Website and email provision
Publication of information statement
GDPR policies and procedures
Risk management strategy
Bad Debt Recovery Policy
Registers of Interest and Code of Conduct
Training policy and commitment
Licensing requirements for Bar provision
Any other documents brought to attention at meeting

All documents had been available to members and no amendments shown at present time.

RESOLVED: That Governance Documents be adopted for year 24/25.

24/22 To approve minutes of previous meeting in April 2024

Minutes of April 2024 meeting approved as a true record and signed by the Chairman.

RESOLVED: That minutes be accepted as a true record of the meeting held.

24/23 Police Report for information only and notice of meeting with Police

No written report received but quarterly meeting issues discussed.

24/24 Highways/Footpaths/Traffic issues/Litter issues

- a) To receive and consider any highways/footpaths/traffic issues and receive any update from highways meeting held with NELC on 01.05.24

Litter picker in attendance and gave short summary of last 4 weeks. Following routes and overall surprised by manageable amount of litter. Thanked Shaping Stallingborough on side roads, main challenge being main road. Fly tipping Positively welcomed by residents.

Cllr. Sears and Clerk attended Highways MEeting at Healing. NELC will be starting to do a walk around in each Village. Roundabout lane signing – NELC. New sign on bin outside of shops. All noted.

Public Break

South Marsh Road becoming known area for overnight parking. LPT knows about it and it is being dealt with. Cllr. Crofts advised its being monitored and they are well aware of it. Rubbish and access to field a problem.

24/25 Planning Matters

The following planning applications:

Planning Application Reference: DM/0162/24/FUL

Proposal: Conversion of internal garage to living accommodation with associated works

Location: 21 Holly Close Stallingborough

No objections.

Planning Application Reference: DM/0321/24/FUL

Proposal: Change of use of land for electricity undertakings and the erection of an electricity substation building, transformers, associated external works and boundary fencing

Location: Substation Netherlands Way Stallingborough

No objections.

Planning Application Reference: DM/0333/24/FUL

Proposal: Erect 2 agricultural buildings and install access track

Location: Mill House Riby Road Stallingborough

No objections.

Planning Application Reference: DM/0326/24/FUL

Proposal: Carry out test piling at two locations off Kings Road (western site) and Queens Road (eastern site) to include 16 no. boreholes, backfilling with concrete, metal reinforcement, temporary siting of equipment and access matting with associated excavation, infrastructure and works

Location: Land Off (Two Locations) Kings Road (West) And Queens Road (East) Immingham North

No objections.

To receive planning decisions and any representations for information – circulated as received.

To receive any other planning correspondence – none received.

RESOLVED: That all comments be submitted to NELC as agreed.

24/26 Future Dates (*for information only*)

Next meeting date – Wednesday 12th June 2024

Office Closure – 28.05.24 to 07.06.24 inclusive and agree arrangements – laptop to go to Cllr. H.

Scott who will monitor emails during the leave period. Clerk to publish agenda before leave.

Any other future dates – none received.

24/27 Reports

Town and Parish Liaison – 11.04.24

Police did not attend despite being on agenda. Cllr. Crofts attended.

ERNLLCA District Committee Meeting – 16.04.24

No one attended.

Ward Cllrs. report from NELC

Congratulated Cllr. Crofts on election. Mayor Making and then Annual Meeting for cabinet positions and committees etc.

Shaping Stallingborough Meetings

Cllr. Hoyes reported. Community Orchard well supported and looking good. Wetland visit to Mitigation Lane in May, Scarecrow Festival in September, new planters on Station and one in playground area. Would like to organise a trail around the Village and putting maps and interpretation boards in the Orchard.

BCCRP report

Article for Newsletter submitted. Intention to issue cards of designated walks and could liaise with Shaping Stallingborough group. Designated walk for all stations along the line. Bike Hire scheme will be relaunched at end of month. 2025 will be 200 year anniversary of Stockton-Darlington railway and commission murals for local stations. Summer timetable should be in notice board by end of month.

To receive any other reports

None received.

24/28 Village Hall Matters

a) To consider any outstanding hall matters for action including report on recent repairs
Just boxing in to be done and then all works completed. Noted.

24/29 Correspondence/Information Update/Parish Matters

- a) To consider next Newsletter for June/July 2024

Clerk will organise and publish as usual.. List to be made of postal copies required. Noted.

- b) Playing Field – to receive any playing field issues

Trim trail still awaiting wooden insert. Grass cutting discussed.

- c) To receive update on Roll of Honour information and agree any necessary actions

£250.00 budget for this to be enhanced/re-done/refurbished with Signs Express. Clerk to take in and discuss options.

RESOLVED: That Roll of Honour be refurbished within budget as advised by Signs Express

Youth Club – Cllr. Scott drew attention to the fact that dates had been cancelled and not everyone made aware. Clerk to check with organisers on dates and report back at next meeting. Noted.

24/30 Finance

- a) To approve payment list for May 2024

Approved as per schedule circulated.

RESOLVED: That payments be made as per schedule circulated for May.

- b) To receive internal audit report for fy 23/24 and agree any necessary actions

Internal Audit report received and circulated to all members prior to the meeting. Also received Internal Audit Section of AGAR completed. No further actions required and report formally accepted.

RESOLVED: That the full written internal audit report be received and formally approved.

- c) To receive and consider AGAR (Annual Return) for fy 23/24 and agree completion of necessary governance sections

AGAR had been circulated to all members prior to meeting including additional information of variances etc. Members considered governance sections and agreed completion as projected at the meeting for all members to see.

RESOLVED: That the AGAR Governance and Finance Sections be completed and agreed.

- d) To note dates set for Public Rights of Inspection

Members noted this and Clerk advised it was published on website and was in Village Hall window.

RESOLVED: That dates for Public Rights Inspection be published.

- e) To agree signature of AGAR and submission for external audit with all necessary paperwork

Members agreed that Clerk and Chairman sign AGAR and then it be submitted with all necessary paperwork to the external auditors.

RESOLVED: That the AGAR be signed by Chair and Clerk and submitted for external audit and All paperwork be published on the PC website as required.

Personnel Items

24/31 Exclusion of Press and Public

RESOLVED: exemption of press and public for remainder of meeting on the grounds that discussion of the following business is like to disclose exempt information contained within Paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)

24/32 Personnel Items

a) To approve salary payments as per schedule circulated.

Salary payments approved to be made as per list circulated.

RESOLVED: That salary payments be approved as per list circulated.

The meeting closed at 9.18 pm.

Signed:

Date: