

ANNUAL MEETING MINUTES

For: Steppingley Parish Council
 Held on: Tuesday, 14 May 2024

PRESENT

Pauline Henninger
 Hugh Jackson (Chair)
 Melissa Jordan
 Chris Wood
 Lionel Yarde
 Julie Todd (Clerk)

IN ATTENDANCE

Cllr Ian Adams - CBC
 4 Members of the Public

APOLOGIES

Marcus Webb
 Cllr Gareth Mackey – CBC
 Cllr Heather Townsend

Agenda Item		ACTION
1.	Election of Chair Cllr Yarde proposed Cllr Jackson to be chair. This was seconded by Cllr Wood and passed unanimously.	
2.	Election of Vice Chair Cllr Jackson proposed Cllr Henninger to be vice chair. This was seconded by Cllr Jordan and passed unanimously.	
3.	Declaration of Acceptance of Office The Chair and Vice Chair accepted the office.	
4.	Co-option of New Councillor Cllr Jordan proposed Keith Herring and Cllr Jackson seconded. This was unanimously agreed.	
5.	Acceptance of Apologies for Absence Apologies were received from Cllr Webb.	
6.	Declaration of Pecuniary Interest None.	
7.	Designation of Portfolios It was agreed the councillors would keep the same portfolios, namely: - Planning – Cllr Jackson - Highways – Cllr Wood - Footpaths, P3, Hedges, Tree Warden and Conservation – Cllr Yarde - SVA Liaison – Cllr Jordan - Recreation Ground – Cllr Webb - Steppingley Profile – Cllr Jordan - Communications – Cllr Henninger - Finance – Clerk	
8.	Public Question Time No questions.	
9.	CBC Councillors’ Reports Ward Cllr Adams reported: <u>Froghall Farm</u> – Daniel Barry, CBC Farm Surveyor that the property/buildings has been vacant since March 2024. CBC are exploring their options re the future of the farm – housing could be a possibility– it is not suitable to continue as a farm. The land is now being farmed by Richard Preece. Cllr Jackson raised the point that the building is Grade II listed and the	

	<p>farm buildings would make an excellent cultural centre or units for small businesses. Ward Cllr Adams said this would be preferable to housing. SPC to write to Iain Berry, Assistant Director, CBC Assets requesting a meeting.</p> <p><u>Crematorium Lighting</u> – SPC has a dark skies policy and residents have raised the issue of lighting (crematorium, highways and footpath) on all night. Ward Cllr Adams to follow up.</p> <p><u>Highways</u> – Eversholt Road has been patched, Eversholt Road/Rectory Road/Church End white lines to be repainted. Flitwick Road – hardcore has been placed in gulleys. CBC to investigate ongoing issue. Peakes End – Cllr Henninger to report on FMS and forward reference number of Ward Cllr Adams.</p> <p><u>Peakes End Bend</u> – Ward Cllr Adams to investigate accident record. Cllr Jackson to investigate if street lighting is compulsory in a 20 mph speed limit.</p> <p><u>CB/22/04108/FULL Land South of Steppingley Road</u> – an EGM to be scheduled.</p>	<p>Clerk</p> <p>IA</p> <p>PH/IA</p> <p>IA/HJ Clerk</p>
<p>10.</p>	<p>Minutes of 12 March 2024 Meeting Cllr Heninger proposed that the minutes be accepted as a true and accurate record of the meeting. Cllr Jordan seconded and it was unanimously agreed. Cllr Jackson signed the minutes.</p>	
<p>11.</p>	<p>Matters Arising To be covered in reports.</p>	
<p>12.</p>	<p>Reports</p> <p><u>a. Planning</u> See 9 above</p> <p><u>b. Highways</u> See 9 above.</p> <ul style="list-style-type: none"> - Local Transport Plan – questionnaire was agreed, Clerk to submit. <p><u>c. Footpaths, P3, Hedges, Tree Warden & Conservation</u></p> <ul style="list-style-type: none"> - Reservoir - footbridge over stream – has been replaced. - Hedge on Rectory Road to be cut. <p><u>d. SVA Liaison</u></p> <ul style="list-style-type: none"> - 2 recycled plastic benches have been delivered. - Barbeque – an estimate of £1,500-£1,700 has been received. Cllr Henninger to obtain a quote. <p>Cllr Jordan reported:</p> <ul style="list-style-type: none"> - Village Hall – windows – a new contractor has been appointed and original contractor to reimburse deposit. SVA also looking to replace doors and sinks. - New Website – in development. Current website (steppingley.org) to remain live until at least October 2024. - WiFi – admin details to be given to Clerk. 	<p>Clerk</p> <p>LY</p> <p>PH</p> <p>MJ</p>

	<p><u>e. Recreation Ground</u></p> <ul style="list-style-type: none"> - Play equipment safety report circulated together with papers from Marcus Webb circulated prior to the meeting. It was agreed to ask the village (via Whatsapp) which are the most popular pieces of equipment. To be discussed at July meeting. - Play Area Fencing – quotes for £4,500 + were reviewed. It was agreed that such a project is currently outside the PC’s finances. - Recreation ground gate – it was agreed to accept the quote from Wisteria Fencing. - Tree Survey – three quotes were obtained and it was agreed to accept the quote from RGS. <p><u>f. Steppingley Profile</u></p> <ul style="list-style-type: none"> - Village sign on the triangle outside The French Horn to be refurbished. - Coloured tarmac on the bend. It was agreed this would reduce speed. <p><u>g. Communications</u></p> <p>Village WhatsApp group continues to thrive – 74 members. Gigaclear will be installing WiFi in the pavilion on 13/06/24.</p> <p><u>h. Finance</u></p> <p>The financial spreadsheet was circulated prior to the meeting.</p> <p>Accounts – as of 18/04/24</p> <table border="1" data-bbox="454 1182 1284 1256"> <tr> <td>Current Account</td> <td>£11,417.55</td> </tr> <tr> <td>Reserve Account</td> <td>£10,045.21</td> </tr> </table> <p>Invoices agreed for payment</p> <table border="1" data-bbox="454 1323 1284 1529"> <tr> <td>15+18/04/24</td> <td>The Play Inspection Company</td> <td>Playground Inspection</td> <td>£76.64</td> </tr> <tr> <td>24/04/24</td> <td>Steppingley Village Hall</td> <td>2023/24 Hall Hire for Meetings</td> <td>£350.00</td> </tr> </table> <p>It was agreed to transfer £5,000 from current to reserve account.</p>	Current Account	£11,417.55	Reserve Account	£10,045.21	15+18/04/24	The Play Inspection Company	Playground Inspection	£76.64	24/04/24	Steppingley Village Hall	2023/24 Hall Hire for Meetings	£350.00	<p>Clerk</p> <p>Clerk</p> <p>MJ</p> <p>Clerk</p>
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<p>13.</p>	<p>2023/24 Annual Return</p> <p>All paperwork was circulated to councillors prior to the meeting.</p> <ol style="list-style-type: none"> 1. Internal Audit Report – received and noted. 2. Annual Governance Statement – was approved – proposed by Cllr Wood and seconded by Cllr Yarde and unanimously agreed. Cllr Jackson and the Clerk duly signed. 3. Accounting Statements – were approved - proposed by Cllr Wood and seconded by Cllr Yarde and unanimously agreed. Cllr Jackson duly signed. 	<p>Clerk</p>												

	4. Certificate of Exemption – was approved - proposed by Cllr Wood and seconded by Cllr Yarde and unanimously agreed. Cllr Jackson duly signed.	
14.	Correspondence Distributed by email.	
15.	Matters to be Brought Forward to Next Meeting Play Equipment	
16.	Date and Time of Next Meeting EGM - tbc PC - Tuesday, 9 July 2024 @ 7.30 pm in the village hall.	

The above are considered a true and accurate account of the meeting.

Signed

Date