

SHUSTOKE PARISH COUNCIL

Monday 19th May 2025 at 7.30pm

ANNUAL MEETING OF THE COUNCIL

PUBLISHED MINUTES

Present: Councillors G. Dupree (in the Chair), O. Brown, G. Farr, and N. Larkin
Councillor S. Cameron (WCC)
Clerk – Neil Millard

1 Election of Chairman of the Council for the 2025/2026 Municipal Year

- 1.1 No member present at the meeting wished to be considered for election as Chairman for the Municipal Year
- 1.2 It was RESOLVED that Councillor G. Dupree be elected Chairman of the Council for the meeting

2 Declaration of Acceptance of Office by Chairman

- 2.1 The Chairman for the meeting was not required to declare his acceptance of office.

3 Apologies

- 3.1 Apologies for non-attendance were received from Councillors R. Gough, R. Hill and K. Jones.

4 Appointment of Vice-Chairman of the Council for the 2025/2026 Municipal Year

- 4.1 It was RESOLVED that Councillor G. Farr be appointed Vice-Chairman of the Council for the 2025/2026 Municipal Year

5. Declarations of Interest

- 5.1 There were no declarations of interest relating to items on the agenda.

6 Minutes of Meetings of the Council

- 6.1 The minutes of the previous ordinary meeting of the Council had been circulated to all members.
- 6.2 It was RESOLVED that the Minutes of the ordinary meeting of the Council held 17th March 2025 be approved as a true and correct record and be signed by the Chairman.

7 Questions or Presentation from Members of the Public

- 7.1 There were no members of the public present and therefore no questions or presentations.

8. Approval of the Annual Governance Statement

- 8.1 The Clerk reported that the completed Annual Governance Statement for 2024/2025 had been circulated to all members prior to the meeting.
- 8.2 It was RESOLVED that the Annual Governance Statement for 2024/2025 be received and approved

9. Approval of the Accounting Statements for the Year Ended 31st March 2025

- 9.1 The Clerk reported that the Accounting Statements for the year ended 31st March 2025 had been circulated to all members prior to the meeting. He noted that the confirmed final balance exceeded the budget projection made in January.
- 9.2 It was RESOLVED that the Accounting Statements for the year ended 31st March 2025 as submitted be approved.

10. Consideration of the Internal Auditor's Report 2024/2025

- 10.1 The Clerk reported that the Internal Auditor's report had been circulated to members for information prior to the meeting.
- 10.2 The Clerk advised the Council of the current practice for independent internal audit and recommended that a more formal process be considered for 2026. He reported a potential contact had been identified by the Clerk to Corley Parish Council
- 10.3 It was RESOLVED that the Internal Audit Report for 2024/2025 be received and noted

11. Review of Arrangements for Delegation (Committees and/or Clerk)

- 11.1 It was RESOLVED that no further action was required on this matter

12. Membership of the Warwickshire Association of Local Councils (WALC)

- 12.1 The Clerk reported that the annual subscription for membership of WALC for the 2025/26 year amounted to £195.00 plus VAT (including membership of NALC).
- 12.2 It was RESOLVED that the Council continue its membership of WALC and the annual subscription be paid.

13. Review of Standing Orders

- 13.1 The Chairman suggested that the Standing Orders needed to be streamlined to take account of post Brexit legislation and revisions during Covid and tidied up generally. He requested that the Clerk obtain the model Standing Orders from WALC to allow the Chairman to adapt them to meet the spirit of the Council's existing Standing Orders.
- 13.1 It was RESOLVED that further consideration of this matter be deferred to the next meeting.

14. Review of the Council's Financial Regulations

- 14.1 The Clerk reported that NALC had recently published revised model financial regulations but time constraints had prevented him being able to submit them to the Council
- 14.2 It was RESOLVED that further consideration of this matter be deferred to the next meeting.to allow the Clerk to submit a suitable adaption of the latest model financial regulations

15. Confirmation of Insurance Cover

- 15.1 The Clerk reported he had received a renewal notice only during the previous week and the proposed premium did not include new playground equipment. He had advised them of this and approached two other insurers to obtain quotations. The renewal date for the Council's insurance is 1st June 2025.
- 15.2 It was RESOLVED that responsibility for finalising the arrangements for the Council's insurance policy be delegated to the Clerk and that all quotations be circulated to all members of the Council

16. Consideration of the Council's Representation on External Bodies

- 16.1 It was RESOLVED that no change be made to the Council's representation on the Village Hall Management Committee
- 16.2 It was RESOLVED that consideration of representation on the North Warwickshire Area Committee of WALC be deferred to the next meeting of the Council

17. Confirmation of 2025/2026 Council Meeting Dates

- 17.1 The Clerk had circulated a list of proposed meeting dates for the 2025/2026 municipal year.
- 17.2 It was RESOLVED that the following dates for meetings of the Council be agreed:-

30th June 2025 (reserve date), 28th July 2025 (ordinary meeting + trustee meeting), 18th August 2025 (reserve date), 29th September 2025 (ordinary meeting), 27th October 2025 (reserve date), 24th November 2025 (ordinary meeting), 22nd December 2025 (reserve date), 26th January 2026 (ordinary meeting), 23rd February 2026 (reserve date), 30th March 2026 (ordinary meeting), 27th April 2026 (Annual Parish Meeting), 18th May 2026 (Annual Meeting of the Council)

18 Approval of List of Accounts

- 18.1 The Clerk submitted a list of accounts as set out below containing all payments made since last approval.

		£
Netwise	Website	396.00
HSBC	Bank charges	5.00
HMRC	tax	565.40
Clerk	Expenses March	22.50
Clerk	Salary March	362.00
Connecting Four	Annual donation	260.00
HSBC	Bank charges	5.00
Clerk	Expenses April	22.50
Clerk	Salary April	362.00
Graceful Prop Mgt	horticultural servs Apr	325.00
Farmers Cottage	playground supplies	248.24

- 18.2 It was RESOLVED that the above list of accounts as submitted to the meeting be approved

19. Review of the Council's Fixed Asset Register

- 19.1 The Clerk reported that the latest Fixed Asset Register including the sum of the initial playground equipment had been circulated to all members prior to the meeting.

- 19.2 The meeting expressed some surprise at the contents of the register particularly the number of smaller items. The Clerk confirmed that the printer had been disposed of following approval by the Council.
- 19.3 It was RESOLVED that the printer be removed from the register and the Clerk investigate further the exact contents of the register.

20. Dog Fouling and Potential Action

- 20.1 The Clerk reported that members had previously discussed sending gentle reminders to residents who have been clearly identified, regarding the legal requirement to clear up after your own dog. He had been advised that an issue involving identified residents in Croxall Drive had subsided and sort guidance on future action.
- 20.2 It was RESOLVED that the Clerk write to the residents in Croxall Drive gently reminding them of their legal responsibilities and obligations to the appearance of the village. The Clerk was also authorised to send a similar letter to any other clearly identified residents if necessary.

21. Hedgehog Friendly Village

- 21.1 Councillor Brown had circulated information to members at a previous meeting and asked the Council to consider how it could help to make Shustoke a hedgehog friendly village.
- 21.2 It was RESOLVED that the Clerk write to the Warwickshire Wildlife Trust seeking their advice and support for this project.
- 21.3 It was further RESOLVED that the Council's support for the objectives of the campaign be publicised through the Council's social media outlets

22. Consideration of a Request by Beeline Community Transport

- 22.1 The Clerk reported that a basic request for financial assistance had been circulated to all members prior to the meeting. The meeting remarked on the lack of supporting information from the organisation, particularly relating to the amount of use by residents of Shustoke.
- 22.2 It was RESOLVED that the Clerk write to Beeline requesting further information particularly regarding the number of users in Shustoke and ideally including an audited statement of accounts

There being no further business, the meeting closed at 8.20pm.

I certify the above minutes, comprising four pages as a true and correct record of the meeting which took place.

Signed **Name**

Chair **Date**