

**Stoke Climsland Parish Council**  
**Annual Parish Council Meeting**  
**17<sup>th</sup> May 2021 at p.m.**  
**Stoke Climsland Parish Hall\***  
**Minutes**

**PRESENT:** Sarah Ross (SR); Nigel Cooper (NJC); Stuart Cazaly (SC); Jerry Forbes (JF); Richard Davies (RD); Calvin Roper (CR); David Crawley (DC); Bonnie Lightfoot (BL); Martin Howlett (MH)

**IN ATTENDANCE:** Cllr Adrian Parsons, no members of the public

**MINUTES:** Ren Jackaman – Parish Clerk

**1. To receive apologies for absences:**

None – all councillors were present.

**2. Appointment of Chair:**

SR opened the meeting by thanking NJC for his work as Vice Chair and RJ as clerk and all councillors for their work and support over her term as Chair.

*It was proposed by SR and seconded by SC that Nigel Cooper be elected as Chairman, all in favour with one abstention.*

NJC took over the meeting and thanked SR for her service as Chair during her term of office.

**3. Appointment of Vice Chair:**

*It was proposed by SC and seconded by SR that Bonnie Lightfoot be elected as Vice Chairman, all in favour with one abstention.*

**4. Notice of Vacancy and of co-option opportunity:**

A vacancy exists for one councillor following the uncontested election. Notice of the vacancy will be published and candidates invited to express interest for consideration at the next ordinary meeting.

**5. Adoption of revised Code of Conduct 2021 (version Local Councils 10.5.):**

(The revised Code of Conduct had been circulated as pre-reading).

*It was proposed by SR, seconded by DC and RESOLVED to adopt the new Code of Conduct.*

**6. Approval of Scheme of Delegation prior to full lifting of Covid 19 restrictions:**

(The Scheme of Delegation had been circulated as pre-reading).

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021.

*It was proposed by DC, seconded by SC and RESOLVED to adopt the scheme of delegation, all in favour.*

## **7. Internal audit report for year ended 31st March 2021:**

(The Internal Auditor's Report had been circulated as pre-reading).

*It was proposed by RD, seconded by SR and RESOLVED to approve the Internal Auditor's Report, all in favour, with two abstentions.*

## **8. External audit submission for year ended 31st March 2021:**

(The External Audit documents had been circulated as pre-reading).

- Annual Governance Statement

*It was proposed by SR, seconded by SC and RESOLVED to approve the Annual Governance Statement, all in favour.*

- Accounting Statement

*It was proposed SC, seconded by BL and RESOLVED to approve the Accounting Statement, all in favour.*

- Notice of Public Rights

*It was proposed DC, seconded by RD and RESOLVED to approve the Notice of Dates for Exercising Public Rights, all in favour.*

## **9. Notice of potential deferral of Annual Parish Assembly**

The parishioners and stakeholders have previously been consulted as to whether they would be willing to attend a remote Parish Assembly and the majority did not favour this option.

It was also established that stakeholders have little to report as Covid 19 restrictions have prevented most of their usual activities. The desire was repeatedly expressed to wait until meeting physically is possible. Subsequently, it has not been possible to hold a physical parish assembly due to the continued restrictions on meeting physically. It is now no

longer possible to hold the meeting via remote means prior to the deadline of 1<sup>st</sup> June. Discussion took place around how to make a suitable compromise around this difficult issue.

It was determined that those stakeholders who could make a written report, be asked to do so and that these reports should be published via the website.

It was also determined that there was a general desire to hold a meeting or celebration for the parish once Covid 19 is ended. This aspiration to be pursued as and when appropriate.

## **10. Review of Parish Council's policies and procedures**

It was determined that as both Standing Orders and Financial Regs have been reviewed in the past 12 months because of the need to add in clauses relating to Covid 19, they need not be reviewed again at this time.

It was further determined that those policies which were not issued in the last 12 months and which would therefore normally be subject to review at the annual meeting, be deferred and reviews carried out throughout ye 2022.

## **11. Councillor roles/responsibilities**

The existing list of councillors' roles and responsibilities is out of date and needs amending to remove obsolete roles and add new ones.

It was determined that all councillors with existing responsibility be asked to continue in those roles whilst the list of roles is reviewed and amended for approval at the next Ordinary Meeting.

## **12. Public comment**

NJC welcomed Adrian Parsons to the meeting, who introduced himself as the new Ward Member for the recently created district of Stoke Climsland & Altarnun.

DC asked Cllr Parsons to take forward a complaint about the non-green nature of the election candidate application process, especially the waste of paper and the requirement to physically travel to submit the application forms. Cllr Parson recommended that a complaint be forwarded to Democratic Services.

## **13. Meeting Closed at 20:04**

**\*Note:** this meeting took place in the Parish Hall under strict Covid 19 protocols. Attendees were obliged to wear a facemask, maintain social distancing and follow the directions given to ensure public safety. Attendees were required to sign in and a log kept of contact details.

This was necessary following the failure to renew the temporary legislation allowing Parish and Town Councils to meet remotely during Covid 19. Consequently, as many items as possible were deferred and a scheme of delegation ratified in order to allow the council to operate without the requirement of meeting physically until it was safe to do so.