



DRAFT PARISH COUNCIL MINUTES

Minutes of Meeting held at Cottesmore Scout Building on Thursday 16th January 2025 at 7.00pm

Members Present: Cllr D Allan, Cllr C Cassapi, Cllr R Foster, Cllr K Hawkes, Cllr J Stokes, Cllr S Storrie (Chair)

3 members of the public attended the meeting.

Cllr Storrie informed the Council and the public that the meeting was being recorded.

Public Forum: Members of the public were invited to ask questions or make short statements on items relating to the Agenda, or request topics for future meetings.

Cllr S Storrie read out two statements from residents, one containing questions relating to the change of venue, the second stating they would not attend meetings unless at the Hub.

ADMINISTRATION:

2025-76 APOLOGIES

Apologies were received from Ward Member Cllr N Begy.

2025-77 DECLARATIONS OF INTEREST

Cllr R Foster declared an interest in agenda item 2025-84 being a member of the Parochial Church Council. The Proper Officer granted Cllr R Foster a dispensation for four years which enabled him to participate in the discussion but not to vote.

Cllr S Storrie declared an interest in 2025-89 being the neighbour of the applicant who had submitted planning application 2024/1477/DEP

2025-78 ELECTION

It was noted the recent election was uncontested and Cllr D Allan and Cllr J Stokes have joined the council.

2025-79 POLICIES AND PROCEDURES

The clerk listed policies that were mandatory and recommended.

Mandatory Policies: Financial Regulations, Code of Conduct, Freedom of Information, Risk Assessment, Data Protection

Mandatory Documents: Record of Minutes, Register of Interest Forms, Insurance policy, Asset Register, Risk Assessment.

Highly Recommended: Standing Orders, Employment Procedures, Grievance and Disciplinary Procedures, Training Policy, Equality and Diversity, Health and Safety, Complaints Procedure, Terms of Reference for Working Groups, Smaller Authority Transparency Code

Action: Clerk to create schedule of policies for review.

2025-80

STREET LIGHTING

RESOLVED: *Agreed unanimous in favour*

The Highways Focus Group is to make contact with Rutland County Council to arrange a meeting to discuss the street lights and to make contact with the Stretton Woods Management Committee.

2025-81

WORKING GROUPS/COMMITTEES

RESOLVED: *Agreed unanimous in favour*

- 1) Finance Focus Group – Cllr C Cassapi, Cllr K Hawkes, Cllr J Stokes
- 2) Highways Focus Group – Cllr C Cassapi, Cllr K Hawkes, Cllr J Stokes
- 3) Emergency Crisis Management Focus Group – Cllr C Cassapi, Cllr J Stokes, Cllr S Storrie
- 4) Planning Focus Group – Cllr D Allan, Cllr K Hawkes, Cllr S Storrie
- 5) Staffing Focus Group – Cllr D Allan, Cllr C Cassapi, Cllr J Stokes
It was decided that all previous members would leave the Staffing Committee set up at the 6th January 2025 meeting and that a Staffing Focus Group would be created instead, given that all decisions would come back to full council.
- 6) Tree Champion – Cllr R Foster, Cllr S Storrie
- 7) HMP Stocken Focus Group – Cllr C Cassapi, Cllr R Foster, Cllr S Storrie
- 8) Communications Focus Group – Cllr D Allan, Cllr C Cassapi, Cllr J Stokes

FINANCE

2025-82

DEFIBRILLATOR

Juliet Burgess-Ray who offers training on defibrillator use was invited to speak about the defibrillator and its set up.

It was established that a new battery would be required in 2028 – approximately £210+VAT, pads replaced every two years – approximately £69+VAT. The requirement of a phone at the location was queried due to the wide use of mobile telephones and the scenario faced when dealing with an emergency.

RESOLVED: *Agreed unanimous in favour*

Cllr K Hawkes to become an additional Defibrillator Guardian alongside original Guardians.

Cllr C Cassapi to become reserve Defibrillator Guardian.

RESOLVED: *Agreed unanimous in favour*

Cancel the service and telephone contract with Community Heartbeat Trust at a cost of £223.20 per year, request £300 that is with Community Heartbeat for purchase of new defibrillator to be refunded.

2025-83 **PAYROLL - To agree Clerk/RFO pay scale**
RESOLVED - Agreed majority in favour
Salary Scale Point 17 applicable date from 6th January 2025

To discuss/agree payroll provider for FY25/26
RESOLVED – Agreed unanimous in favour
Clerk to bring payroll in house from April 2025.

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At 9.00pm, it was

RESOLVED – Unanimous in favour

*That the meeting be extended for 1 hour and that Standing Order 3x be suspended
in order to allow the remaining items on the Agenda to be considered.*

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2025-84 **VENUE FOR PARISH COUNCIL MEETINGS**
*Cllr R Foster as per the dispensation was involved in the discussion but did not
vote.*
RESOLVED: Agreed majority in favour.
*Council meetings will be held at Greetham Community Centre for 12 months,
winter rate - £21 for first hour (£5 charge for each additional 15 minutes), summer
rate - £16 per hour summer rate (£4 for each additional 15 minutes)*

2025-85 **FINANCIAL PROCEDURES/REPORTING**
Bank mandate
RESOLVED: Agreed unanimous in favour
*View, set up and authorise payments - Clerk
View only – Cllr C Cassapi, Cllr J Stokes, Cllr S Storrie
View and authorise payments – Cllr D Allan, Cllr R Foster, Cllr K Hawkes*

Bank reconciliation procedure/reporting
RESOLVED: Agreed unanimous in favour
*Bank reconciliation to be produced every 2 months and signed by a member other
than the Chair.
Invoices will be sent to all councillors before approval at meeting.*

2025-86 **VE/VJ DAY**
Item deferred to next meeting.

2025-87 **WEBSITE**
Item deferred to next meeting.

RESOLVED: *Agreed unanimous in favour*

<u>Council expenses</u>	
Clerk's Salary	£3,500.00
Clerk's overtime	£250.00
Annual pay increase	£250.00
Membership/Subscriptions	£400.00
Maintenance - Website	£700.00
Audit Procedure	£200.00
Bank charges	£72.00
Stationery, Postage and Printing	£20.00
Defib & E Telephone	£0.00
Street Lighting	£800.00
Training	£400.00
Insurance	£500.00
Venue Hire	£350.00
Equip/Repairs/Maintenance	£100.00
Newsletter printing	£90.00
Total Annual Council Expenses	£7,632.00
<u>Reserves and events</u>	
Special event – VE Day	£300.00
Election	£1,000.00
Total Contingencies	£1,300.00
TOTAL	£8,932.00

Precept required after adjustments

Predicted End of Year Bank Balance 31/03/25	£7948.00
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General Reserve - 50% annual council expenses	£3,816.00
Current Earmarked Reserve defib & computer	£1,000.00
Total Reserves	£4,816.00

Projected surplus in bank balance y/end	£3,132.00
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Budget required 25/26	£8,932.00
Precept required 25/26	£5,800.00

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At 10.00pm, it was
RESOLVED – Unanimous in favour
That the meeting be extended to discuss the planning application.
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PLANNING:

2025-89 **Ram Jam - 2024/1384/FUL**
(a) **RESOLVED** – Agreed unanimous in favour
Cllr Cassapi's statement objecting to the planning application which was circulated to all
councillors prior to the meeting would be submitted with the addition of the word
"vehicular" before the word "access".

2025-89 **No 2 Stocken Hall Mews – 2024/1477/DEP**
(b) **RESOLVED** – Agreed unanimous in favour
Neutral – No objection.
Cllr S Storrie did not vote on this item.

CORRESPONDENCE:

2025-90 **COMPLAINT**
Item deferred to next meeting.

DATE OF EXTRA ORDINARY MEETING 28TH JANUARY 2025.

CHAIR CONFIRMED MEETING CLOSED 10.20PM

Corrinne Cassapi – Acting Clerk to the Council - 5th February 2025