

**Minutes of Stretton Annual Parish Council Meeting**  
held in Stretton Community Hub, Church Lane, Stretton on  
**Tuesday, 23rd May 2023, at 7:00 pm**

- 2023-01 Election of Chair and signing of Declaration of Acceptance of Office for Chair  
Cllr G Harker was proposed for Chairman of Stretton Parish Council by Cllr J Cooch, Seconded by Cllr S Armstrong-Brookes. It was voted upon with 4 in favour and 1 against. Resolved
- 2023-02 Election of Vice Chair  
Proposal 1 Cllr C Cassapi nominated herself which was seconded by T King the vote was majority against - Resolved  
Proposal 2 Cllr J Cooch was proposed by Cllr S Armstrong-Brookes, Seconded by Cllr G Harker the vote was Majority in Favour - Resolved
- THE MEETING WAS SUSPENDED TO CONDUCT THE PUBLIC FORUM**
- 2023-03 Public **Forum:** Members of the public may ask questions or make short statements on items relating to the Agenda, below or request topics for future meetings.  
NO MEMBERS OF THE PUBLIC WANTED TO MAKE ANY COMMENT
- COMMENCEMENT OF PARISH COUNCIL MEETING**
- 2023-04 Record of **Members Present**  
Cllr G Harker, J Cooch, S Armstrong-Brookes, S Storrie, T King and C Cassapi – All councillors present signed their Declarations of Office  
Also, in attendance 3 members of the public, clerk to the council D Rolfe and Ward Councillor N Begy
- 2023-05 To receive **apologies** for Absence  
NONE WERE RECEIVED
- 2023-06 To receive, consider and resolve any Special Dispensation Request Forms  
Cllr S Armstrong-Brookes as chair of the Stretton Community Hub has been given Special Dispensation to participate on items relating to the Hub only in the event that the agenda item would not be quorate.  
Cllr S Storrie as treasurer of Stretton Community Hub has been given Special Dispensation to participate on items relating to the Hub only in the event that the agenda item would not be quorate.  
This dispensation will be in place for 4 years.  
The forms will be completed and presented to the council at the next meeting for resolution.
- 2023-07 Sub Committee Nominations  
a. Highways x 3 councillors required  
b. Finance x 1 councillor + RFO  
c. Planning x 2 councillors required  
  
It was agreed that the committee's would be known as focus groups and made up as follows:-  
a. Highways - G Harker, T King and C Cassapi  
b. Finance – S Armstrong-Brookes and Clerk/RFO D Rolfe  
c. Planning – J Cooch and S Storrie  
d. Tree Officer – T King
- 2023-08 **Disclosure of Pecuniary Interests:** To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of disclosable pecuniary interests'  
NONE WERE RECEIVED
- 2023-09 To approve and sign the Minutes of the Full Council Meeting of 19th January 2023 and Extra-Ordinary Meeting of 9<sup>th</sup> February 2023  
Cllr S Storrie proposed that the minutes of 19<sup>th</sup> January 2023 and 9<sup>th</sup> February 2023, were a true and accurate record, which was seconded by Cllr S Armstrong-Brookes, and unanimously agreed by Council. The Minutes were approved and signed by the Chairman Cllr G Harker.
- 2023-10 To receive any Matters Arising for information exchange *[NB Matters Arising may only appertain to the immediately preceding Parish Council Meetings - i.e. 19th January, 2023 and 9<sup>th</sup> February 2023]*  
Cllr S Armstrong-Brookes gave an update on Stretton Community Hub. An agreement is in place with the PCC and SPC. Electricity is as per the PCC chargeable rates and no money is made.  
Cllr G Harker gave an update. The QPJ Tree has now been planted close to the roundabout.  
The time capsule has been placed under the floorboards in the church. The Emergency Event took place on the 21<sup>st</sup> April. No further updates have been received on traffic calming. Ward Councillor N Begy gave an update on the raised issues regarding Stocken Hall Road. The laptop has now been donated to The Shires. The printer is held by Helen Cambell and used to print the village newsletter.

Ward Councillor N Begy agreed to challenge the lighting costs especially in relation to those leading to HMP Stocken. This item will be placed on a future agenda.

- 2023-11 To receive and approve payments and note receipts from 1<sup>st</sup> November 2022 – 31<sup>st</sup> March 2023 as per the financial report attached.  
Council resolved that the financial report attached and bank reconciliation be accepted as an accurate record - **Proposed by Cllr J Cooch, seconded by G Harker - Resolved**
- 2023-12 To note precept payment of £9035.00 and approve new format for publication on Website  
The precept payment of £9035.00 was noted and the councillors agreed the new format was very clear and acceptable to share on the website. It was requested that that Remaining Budget Column (highlighted green) be relocated next to Actual Spend to make visibility and viewing easier.  
Cllr Armstrong-Brookes agreed to look at it.
- 2023-13 To receive update and approve:-  
a. Internal Audit Conclusion  
b. 2023 Annual Governance Statement  
c. AGAR submission for publication.  
d. To confirm date for Exercise Rights of Inspection.  
e. To confirm Stretton Parish Council Certificate of Exemption

Clerk to the Council D Rolfe gave an update on the completion of the annual AGAR report and Internal Audit report which will be made available for the public to view. The comments made by the auditor are in the process of being dealt with. Overall, it was a very successful result.  
The Chairman signed the documents.

- 2023-14 To receive, consider and review Regulatory Documents for 2023/24  
a. Financial Risk Assessment  
b. Financial Regulations  
c. Standing Orders  
d. Complaints Procedure  
e. Data Breach  
f. Data Protection  
g. Disciplinary Procedures  
h. Equality and Diversity  
i. Grievance  
j. Health and Safety  
k. Rutland Codes and Protocols  
l. Vexatious and Bullying Behaviour Policy

It was agreed that the Regulatory Documents will be reviewed in more detail by Cllr C Cassapi and Clerk D Rolfe outside of the meeting.

It was agreed that the wording on agenda item 2023-14/c, in relation to changes made to Standing Orders to make the process of voting simpler, would be changed to "for the purpose of voting it will only be necessary to have a proposer and seconder if it is request by a councillor before the agenda item is discussed"

**Proposed Cllr S Armstrong-Brookes Seconded Cllr S Storrie Unanimous in favour - Resolved**

- 2023-15 It was resolved to suspend the financial regulations from the 1<sup>st</sup> March – 15<sup>th</sup> March 2023 to enable payments to be made to contractors and suppliers listed below. NOTED

Rutland County Council - clerk wage	100524	£642.96
SRCHA Community Hub Hire	100525	£94.68
Rutland County Council	100526	£709.10
ACR Computers Computer Set Up	100527	£265.00
LRALC Councillor Training	100528	£45.00
Rutland County Council – Lighting	100529	£90.24
Insurance Kings Coronation	100530	£159.70
Medals Kings Coronation	100531	£101.12

Due to illness and changes within the parish council and banking issues it was necessary to suspend the financial regulations to make payment to suppliers some of which had been waiting since January 2023. – **RESOLVED**

2023-16 To receive, consider and resolve actions relating to the website and approve quote for new service provider.  
Cllr G Harker wanted to thank both Penny Isaacs and Andrew Haynes for the time and effort they have given in supporting the village with a website, all of which has been free of charge. It was recommended 2 years ago by LRALC that the website be moved to an independent operator who was not directly involved with the village. This was not implemented at the time but is now in the process of being reviewed. The council did not have a clerk from October 2022 until January 2023 and accepted that, during that time, errors were made on the website. It was important that the parish council took and retained ownership of the website. Improved processes were also needed to avoid future errors. 2 quotes were provided and one update given by Cllr G Harker on behalf of Andrew Haynes to the council. After discussion it was agreed that Simon Houghton from Rutland Web be awarded the contract for the website management.

**Proposed Cllr S Armstrong-Brookes Seconded by Cllr J Cooch Unanimous in favour - Resolved**

It was also agreed that a total sum of £500 be reserved for the transfer of website and unforeseen issues that may arise relating to the transfer.  
**Proposed Cllr S Armstrong-Brookes Seconded by Cllr J Cooch Unanimous in favour - Resolved**

2023-17 To receive, consider and resolve Parish Council Insurance Quote for 2023/24  
2 quotes were presented to the council for insurance one for £425.29 from BHIB and the other for £473.94 from AJG Community Schemes Insurance. It was agreed that the parish would appoint BHIB as their insurance provider for a period of 3 years. A 3<sup>rd</sup> quote was requested but no response given by the provider.  
**Proposed Cllr T King Seconded by Cllr S Armstrong-Brookes Unanimous in favour - Resolved**

2023-18 To approve additional training budget for councillors and clerk  
It was agreed that a budget of £700 be set aside for councillor and clerk training.  
**Proposed Cllr G Harker Seconded by Cllr J Cooch Unanimous in favour - Resolved**

2023-18 To receive, consider and resolve 2023/2024 Parish Council Insurance quote.  
Duplicated agenda item, see 2023-17

2023-19 To discuss 2022/0911/MAF (Anglian Water) approved by Rutland County Council  
Cllr G Harker gave an update on the Anglian Water approved planning application. Stretton Parish Council would continue to press Rutland County Council to progress a meeting with Anglian Water and Stretton Parish Council.

2023-21 To receive any matters arising for information exchange in respect of planning applications received and to note the decisions of RCC upon applications validated and determined.

<p>Application No:- 2023/0472/FUL Address:- The Barn Far Wood Lane Greetham Rutland LE15 7QT Proposal:- Change of roof covering material (thatch) to clay tiles. Comment Date:- 25<sup>th</sup> May 2023 – NEUTRAL – SPC strongly advise the conservation officer take a look at this application and make comment.</p>
<p>Application No:- 2023/0473/LBA Address:- The Barn Far Wood Lane Greetham Rutland LE15 7QT Proposal:- Change of roof covering material (thatch) to clay tiles. Comment Date:- 25<sup>th</sup> May 2023- NEUTRAL – SPC strongly advise the conservation officer take a look at this application and make comment.</p>
<p>Application No:- 2023/0321/FUL - NOTED Address:- The Granary Rookery Lane Stretton Rutland LE15 7RA Proposal:- Replace all external doors, windows and roof windows, except front door. Comment Date:- 19<sup>th</sup> April 2023 – No Objection</p>
<p>Application No:- 2023/0298/LBA - NOTED Address:- The Granary Rookery Lane Stretton Rutland LE15 7RA Proposal:- PROPOSAL: Replace all external doors, windows and roof windows, except front door. Comment Date:- 19<sup>th</sup> April 2023 – No Objection</p>
<p>Application No:- 2023/0307/FUL - NOTED Address:- Erskine Barn Rookery Lane Stretton Rutland LE15 7RA Proposal:- Replace ten existing timber windows with heritage / conservation style timber alternative windows. Comment Date:- 14<sup>th</sup> April 2023 – No Objection – Granted</p>

2023-22 To receive update on the Kings Coronation Event  
Cllr T King gave an update. The event was seen as a great success with local businesses making donations and over 100 residents from the village attending. It was described as a lovely family event.

**Cllr T King left the meeting**

- 2023-23 To discuss condition of Clipsham Road and Stocken Hall Road  
It was noted that Clipsham Road has now been repaired to a satisfactory standard.
- 2023-24 To consider and approve refreshment budget for Annual Parish Meeting  
It was agreed that the clerk could spend upto £20 on refreshments for the Annual Parish Meeting on the 30<sup>th</sup> May 2023.  
**Proposed Cllr S Storrie Seconded by Cllr J Cooch Unanimous in favour - Resolved**
- 2023-25 To note correspondence as received  
- Quotes for Insurance  
- Quotes for Website Hosting
- 2023-26 To receive and note future Agenda items from Councillors  
To discuss regulatory documents for 2023-24  
To discuss Speeding on the A1 Slip Road  
To discuss Width of Path
- 2023-27 Meeting closed at 20:47 and confirmation of next meeting date confirmed as 12<sup>th</sup> September 2023

Deborah Rolfe, Clerk to the Council, 1<sup>st</sup> June 2023

Supporting documents for this meeting can be found on the website: [www.strettonvillageparishcouncil.co.uk](http://www.strettonvillageparishcouncil.co.uk) If you require them in another format please contact the Clerk E: [strettonparishcouncilclerk@gmail.com](mailto:strettonparishcouncilclerk@gmail.com) Tel: 07786620433