

*The Chair opened the extraordinary meeting at 19:00 and informed the Council and the public that the meeting was being recorded. One member of the public attended the meeting.*

**Public Forum:** *There was not a Public Forum*

2025-134      **RECORD OF MEMBERS PRESENT**

*Cllr D Allan, Cllr K Hawkes, Cllr Stokes, Cllr S Storrie (Chair)  
Also, in attendance Ward Councillor Nick Begy*

2025-135      **APOLOGIES FOR ABSENCE:** To receive and approve apologies for absences.

*No apologies received.*

2025-136      **DECLARATION OF MEMBERS' INTERESTS AND APPLICATIONS FOR DISPENSATIONS:** 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'

*No declarations of interest were received.*

2025-137      **TO DISCUSS AND AGREE RECRUITMENT OF PARISH COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO) & WEBMASTER**

- a) Agree and vote on acting temporary Clerk/RFO and ratify Webmaster as Councillor Hawkes.

*The Council RESOLVED to appoint Cllr Stokes as acting temporary Clerk/RFO. The Chair would contact RutlandWeb to provide access to the Clerk/RFO email account.*

*The Council RESOLVED to appoint Cllr Hawkes as acting temporary webmaster.*

- b) Job advertisement for role of Clerk and RFO for Stretton Parish Council.

*The Council RESOLVED to approve the job advertisement as drafted.*

- c) Application form, job description and person specification.

*The Council agreed that changes to the application form, job description and person specification would be beneficial. Cllr Allan agreed to take the lead drafting changes and to circulate for review prior to the next meeting.*

- d) Proposed dates for advertising the vacancy and receipt of application forms.

*The Council RESOLVED to consider the date for advertising the Clerk/RFO vacancy after the May meeting.*

- e) Appointment of a Recruitment Panel – to shortlist and interview candidates using set questions and scoring sheets and to recommend the preferred candidate to a Meeting of the Council for approval.

*The Council RESOLVED to postpone a decision to appoint a Recruitment Panel until it decided to advertise the Clerk/RFO position.*

- f) Evaluation sheets and to recommend the preferred candidate to a Meeting of the Council for approval.

*The Council RESOLVED to postpone a decision to develop evaluation sheets until it decided to advertise the Clerk/RFO position.*

2025-138      **DISCUSS AND AGREE MERITS OF STAFFING COMMITTEE VS AND/OR STAFFING FOCUS GROUP.**

*The Council RESOLVED not to reopen the decision taken at SPC meeting 16th January 2025, agenda item 2025 81(5), and to retain a Staffing Focus Group. Cllr Storrie was not in favour of the status quo.*

2025-139      **TO APPROVE AND SIGN THE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:**

**a)      11<sup>th</sup> November 2024**

*The Council RESOLVED to accept a change to the minutes to reflect an amendment to 2024-53, due to the Council's bank account with Barclays not being properly closed by the former Clerk/RFO, as had been indicated. Council also took note that the former Clerk/RFO did not bring to the attention of the Council the payment of her salary, which could have been included with agenda item 2025-54. The minutes would be amended and presented for approval at the next meeting.*

**b)      6<sup>th</sup> January 2025**

*The Council RESOLVED to accept the minutes. However, as a copy of the minutes was not available for the Chair to sign, a copy of the minutes would be signed at the next meeting.*

**c)      16<sup>th</sup> January 2025**

*The council RESOLVED to accept the minutes as drafted. The Chair signed a copy of the minutes. The Chair agreed to follow up on the action item 2025-82, to allow Cllr Hawkes to become a Defibrillator Guardian.*

**d)      28<sup>th</sup> January 2025**

*The Council RESOLVED to accept the minutes. The Chair signed a copy of the minutes.*

**e)      24<sup>th</sup> February 2025**

*The Council RESOLVED to accept the minutes as drafted. The Chair signed a copy of the minutes.*

**f)      20<sup>th</sup> March 2025 outstanding**

*The acting Clerk/RFO will draft minutes for the meeting and present for consideration at the next meeting. Council RESOLVED to add a list of outstanding resolutions for action to future agendas.*

2025-140      **FINANCE**

**a)    BANKING**

Transfer of £6000 from current account to savings account. Remainder £349.40 after item d) paid.

*The Chair confirmed that £6,000 has been transferred into the instant access savings account. Council RESOLVED that a further £1,500 could be transferred to the savings account.*

**b)    Account Management – agree roles and responsibilities for the management of the account**

*The Council RESOLVED to retain the bank mandate permissions as agreed at SPC meeting 28th January 2025, but to add Cllr Hawkes to set up invoices for online payment in accordance with article 7.5 of the Financial*

## Regulations.

- c) Greetham Community Centre Invoices for payment deadlines and authorisation for 6 months to be addressed to ensure prompt payment. Standard Operating Procedure (SOP) to be agreed.

*The Council noted the provisions of article 7.11 of the Financial Regulations allowed for regular payments of fixed sums and therefore the payment of such invoices to hire Greetham Community Centre could be made without delaying agreement until the next Council meeting.*

### d) APPROVE INVOICE FOR PAYMENT

Invoice Date	Supplier	Description	Amount
21 <sup>st</sup> March 2025	Greetham Community Centre INVOICE 270/2425	Stretton Parish Council Thursday 20 <sup>th</sup> March 25 Club Room 19.00 to 20.00 1 hr @ £21 / hr £21.00 Meeting finished at 21.00 hrs <b>Full payment due by 21<sup>st</sup> April 2025</b>	£41.00
16.01.2025	LRALC	Internal Audit Service 2024-2025	£200.00

*The Council RESOLVED to approve payment of the above invoices.*

### e) NOTE PAYMENTS MADE

Invoice Date	Supplier	Description	Amount
31/01/25	Information Commissioners Office	30/01/25-29/01/26 Data Protection Registration To be reimbursed to Cllr Cassapi (paid on card)	£40.00
11/02/25	Rutland County Council	Qtr. 2 & 3 payroll	£1389.80
20/02/25	Greetham Community Centre	Venue Hire 24 <sup>th</sup> February 25	£36.00
28/10/24	Rutland County Council	Qrt1 Payroll inc admin charge	£1047.11

*The Council noted the above payments, further noting that the £1,047.11 payment for Rutland County Council (RCC), had already been paid, and would be reimbursed to the Parish Council.*

## 2025-141 GOVERNANCE

- a) To consider and approve adoption of new Financial Regulations.

*The Council RESOLVED to adopt the new Financial Regulations, subject to annual review or earlier as required.*

- b) To consider and approve Financial Risk Assessment.

*The Council RESOLVED to approve the Financial Risk Assessment.*

- c) To consider and approve Co-option Policy

*Several amendments to the draft were proposed and Council agreed to review a revised document including these further amendments at the next meeting.*

## 2025-142 CORRESPONDENCE

To note correspondence and agree response as required

- a) 28<sup>th</sup> January 2025 Email from SRCHA regarding venue hire. Draft to be approved

*No draft was available for review. The item was deferred until the next meeting.*

- b) 15<sup>th</sup> February 2025 Email from resident with questions relating to venue for Parish Council meetings and recruitment of clerk. Draft response to be allocated.

*The item was deferred until the next meeting.*

- a) To consider and agree comments for the below planning applications:
- 2025/0195/FUL - Replacement of aging timber windows and door set. Ty Mawr Church Lane Stretton Rutland LE15 7QR. Closed 21.3.2025

*Although the period for making comment was closed on 21 March 2025, the council noted a difference between the planning application and the quotation attachments to the application regarding the proposed colour of the windows (white vs clotted cream). Council RESOLVED that the Chair would seek clarification on the RCC planning portal.*

b) **Planning application decisions**

- 2025/0142/CAT -1 Walnut Close Stretton Rutland LE15 7QQ  
T1 - Sycamore - Crown raise over garden to 6m. Approved Thu 20 Mar 2025

*The Council noted that the application had been approved.*

- **2024/1384/FUL** |Revisions (part retrospective) to the internal road layout to remove two-way access between the Ram Jam Petrol Filling Station and Ram Jam Services, including installation of existing retractable bollards and one-way flow plates, crash barriers directional and information signs. Approved 18.03.2025

*The Council noted that the application had been approved.*

*The Council noted that electronic review of planning applications was less than ideal as it denied applicants and public the opportunity for debate, or for councillors to reveal or declare potential conflicts of interest. Changes to the Standing Orders should be considered, and wherever possible, all planning applications should be considered at physical meetings, either by calling an Extraordinary Meeting or seeking an extension from RCC Planning to allow discussion at a scheduled Parish Council meeting.*

*Where Council consider planning applications by email, in accordance with Standing Order 15 paragraph b(xiv), councillors should also be reminded of the obligation to declare an interest as applicable.*

**REVIEW AND AGREE DATE FOR ANNUAL PARISH MEETING AND ANNUAL PARISH COUNCIL MEETING. 8<sup>th</sup> MAY VE DAY.**

*To avoid a potential conflict with VE Day celebrations on 8<sup>th</sup> May, the Council RESOLVED to approve a change in the date for the Annual Parish Meeting and Annual Parish Council Meeting to 7<sup>th</sup> May.*

*The Chair closed the meeting at 20:43*

*Signed  
Acting Clerk  
3 April 2025*