

STAMBOURNE PARISH COUNCIL

Minutes of the Annual General meeting held on Thursday 22 May 2025 at 8.00pm. The meeting was held in the village hall.

PRESENT:

Mr Neil Pyman
Mr Martyn Fall
Mrs Wendy Anderson

Mr Nathan Robbins
Mrs Val Kerrison
Mr Andrew Drysdale

IN ATTENDANCE:

Cllr Richard van Dulken (BDC)
5 Members of the public

CLERK:

Mrs Deborah Hilliard

25/35 Election of Chair for the year 2025-26

Andrew Drysdale proposed, and Martyn Fall seconded, with all in favour, that Neil Pyman be elected Chair of the Parish Council for the year 2025-6. There were no further nominations, and Neil Pyman was duly elected.

25/36 Election of Vice-Chair for the year 2025-26

Martyn Fall proposed and Neil Pyman seconded, with all in favour, that Andrew Drysdale be elected Vice-Chair of the Parish Council for the year 2025-26. There were no further nominations, and Andrew Drysdale was duly elected.

25/37 Apologies for absence.

Karen Grant and Cllr Peter Schwier were not present.

25/38 Appointment of Representatives

Representatives were confirmed as:

- Village Hall Committee – Wendy Anderson
- Emergency Planning – To be confirmed
- Footpaths – Val Kerrison
- Tree Warden – Andrew Drysdale
- Public Transport – Agreed no longer required

25/39 Declaration of interests, personal or prejudicial

There were no declarations made.

25/40 Minutes of meeting held on 20 March 2025

The minutes of the meeting held on 20 March 2025 were approved as a correct record and signed.

25/41 Matters arising from the minutes of the previous meeting

There were no matters arising.

25/42 Review of Documents

- Standing Orders

- Financial Regulations – it was agreed to adopt the 2024 NALC Model Financial Regulations
- Policies
 - Budget Virement Policy
 - Code of Conduct Policy
 - Co-option Policy
 - Disciplinary Policy
 - Equalities Policy
 - Expenses Policy
 - GDPR Policy
 - Grievance Procedure
 - Health and Safety Policy
 - Record Management Policy
 - Sickness Absence Policy
 - Social Media Policy
 - Reserves Policy

25/43 Pavilion

Points noted were:-

- Water leak – It was confirmed that there was a water leak in the ceiling above the storage room and was caused by a disconnected joint in the pipe. It had also been established that a section of pipe drooped which prevented water from draining away. The leak had been fixed and the area dried out. It was proposed that additional insulation should be put in before next winter.
- Pavilion keys – it was noted that Vanessa had returned her set of keys, and it was agreed that Val Kerrison would hold these.
- Shutters – it was confirmed that work on the shutters had been completed.

25/44 Playingfield

Points noted were:-

- Grass Protection mesh – It was confirmed that work to re-set the mesh had been completed.
- Access gate – It was noted that the landowner of the field behind the playing field had kindly agreed that an access gate could be fitted to allow the area to be used as overflow parking on bonfire night. Martyn had sent Debbie details of a gate which she will order.
- Rubbish bags – It was noted that rooks had been ripping apart the rubbish bags which were put out for collection. Options to prevent this happening by leaving the bags in plastic bins were considered and Cllr van Dulken advised he would discuss this with BDC and report back.

25/45 Footpaths

Nothing to report.

25/46 Highways

Resurfacing – the road from Great Yeldham to the Cornish Hall End junction had been resurfaced and potholes filled in. It was noted this was a last-minute decision by Highways due to issues with scheduled works allowing for contractors being redirected to resurface this road.

Overgrown hedges and trees encroaching the highway – Andrew reported that there were many areas of overgrown hedges and trees encroaching onto roads causing difficulty for

vehicles. It was agreed that details be forwarded to Debbie and she would see if they could be reported via the ECC Highways "Report a Highways Problem."

25/47 Planning

It was noted that the Call for Sites was discussed in the Annual Parish Assembly.

25/48 Insurance Renewal

The renewal documents had been circulated prior to the meeting. The renewal was approved.

25/47 Verge Cutting and BDC Streetscene 2025

- Verge cutting - It was noted that the Parish Council had been funded to verge cut for 2025 by ECC. It was agreed that M&N Pyman would undertake 2 cuts one in June and September.
- BDC Streetscene 2025 – Approved and signed.

25/48 Correspondence

Newsletter – Neil advised that the editor of the newsletter also delivers it to a great deal of the village, in particular Church Road, Dyers End, Wesley End and Finchingfield Road, which was a large amount to cover. After discussion volunteers offered to cover:-

- Wesley End and Church Road – Val Kerrison
- Dyers End – Wendy Anderson

Wendy and Val were thanked for taking on these areas.

25/48 Accounts Year Ended 31 March 2025

- *Annual Governance Statement* – The Annual Governance Statement was received, considered and accepted.
- *Accounting Statement* – The Accounting Statement, AGAR form and associated documents for the accounts for the year ended 31 March 2025 had been circulated prior to the meeting and were considered. It was noted that the documents had been internally audited and approved. After consideration it was proposed and agreed that the accounts for the year ended 31 March 2025 be approved.

25/49 Nominate Person responsible for Finance for the year 2025-26

It was agreed to nominate the Parish Clerk, Debbie Hilliard as person responsible for finance for the year 2025-26.

25/50 Nominate Internal Auditor for the year 2025-26

It was agreed to nominate Saffron Accounting as the Internal Auditor for the year 2025-26.

25/51 Finance

Accounts Paid

Mrs D Hilliard (wages and inks £10)	£807.16
Wave	£48.64
Mr M Fall (reimbursement for toilet seats)	£83.98
NVPC Ltd (PAT testing)	£76.20
Eden Print (newsletter)	£32.00
Donation to VE Day celebration (bonfire fund)	£150.00

Accounts to be paid

EALC annual subscription	£161.32
Mr N Pyman (reimbursement for gift)	£19.00

Monies Received/to be received

First half precept	£4874.00
Additional cash in for bonfire night	
Total = £1,117.10 less £150 cash donation to	
VE day event (to be paid in)	£967.10

Bank Balances at 12 May 2025

Notional Current Account Balance	£22,294.77
High Interest Account	<u>£4,205.13</u>
Total	£26,499.90
Less Bonfire Fund	<u>£10,908.89</u>
	£15,591.01

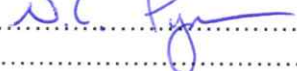
24/52 Date, time and place of next meetings.

17 July 2025

18 Sept 2025

20 November 2025

There being no further business to discuss the meeting closed at approximately 8.45pm.

Signed: 

Dated: