STILTON PARISH COUNCIL

www.stiltonparishcouncil.gov.uk

Parish Clerk: Julianne Lawrence
The Parish Room, Church Street, Stilton
clerk@stiltonparishcouncil.gov.uk

To: Members of Stilton Parish Council
Sir/Madam

You are hereby summoned to attend the meeting of the **Parish Council** to be held at the Church Meeting Room, Church Street, Stilton to be held on **Tuesday 12 May 2026** at 7.30pm.

Julianne Lawrence
Julianne Lawrence
Parish Clerk

7 May 2025

AGENDA

PC093/26 **ELECTION OF CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2026/27**
Council to elect a chairman.

PC094/26 **DECLARATION OF ACCEPTANCE OF OFFICE**
Chairman to sign the Declaration of Acceptance of Office.

PC095/26 **ELECTION OF VICE-CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2026/27**
Council to elect a vice-chairman.

PC096/26 **DECLARATION OF ACCEPTANCE OF OFFICE**
Vice-chairman to sign the Declaration of Acceptance of Office

PC097/26 **PARISH COUNCILLORS - ELECTION OF OFFICE**
Following the uncontested election, the 8 elected councillors to sign the Declaration of Acceptance of Office form/Acceptance of emails (apart from Chairman and Vice-Chairman who have already signed). Councillors not present to sign at the next available meeting.

PC098/26 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

PC099/26 **DECLARATIONS OF INTEREST/DISPENSATIONS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item. To award dispensations – if applicable.

PC100/26 **PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting.

PC101/26 **MINUTES**
To approve as a correct record the Minutes of the Parish Council meeting held on Tuesday 14 April 2026 be signed by the Chairman.

PC102/26 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Members to hear/acknowledge reports from County Councillor Bywater and the District Councillor.

PC103/26 FINANCIAL REPORT

- Clerk/RFO to provide the bank reconciliation for April, May's wage report and Reserves Report (previously circulated)
- CCLA interest of £320.61 for April to be noted
- Receipt of first precept payment, and subsequent movement of £50,000 into the current account savings account, to be recorded
- Cllr Ayres and Arscott to confirm expenditure has been checked and is correct
- Expenditure for May to be approved.

To:	Reason:	Amount:	Authorised Ref:
Staff wages	Salaries, HMRC and pension costs	7,482.32	LGA72,s.112
Octopus Energy	Pavilion gas	TBC	LGA76,s.19
Octopus Energy	Pavilion electricity	TBC	LGA76,s.19
PWLB	Loan payment for Pavilion	9,819.89	LGA2003,S1,p2
HDC	Parish Room rates	214.00	LGA76, s.19
HDC	Pavilion rates	764.00	LGA76,s.19
EE	Staff mobile - Pavilion	15.42	LGA76,s.19
Barclays	Account charges	9.70	LGA72,s.151
HDC	Security charges - Pavilion	418.00	LGA76,s.19
HDC	Village maintenance (Feb, Mar, Apr)	5,448.30	LGA76,s.19
HDC	Pav alarm call outs x 2	132.00	LGA72, s.111
BrightPay	Annual payroll charge	152.64	LGA72,s.112
Julia Tufnail	Internal Auditor annual fee	440.00	LGA72, s.111
Business Waste	Pavilion bin emptying	110.07	LGA76, s.19
ICCM	Cemetery Operations/Regulatory course - Clerk	192.00	LGA72,s.111
PlaySafety	Annual play area inspections	247.20	LGA76, s.19
KT McPartlins	Tank Emptying - Pav	180.00	LGA72, s.111
Victor Marjoram	Fuel for grass cutter	18.27	LGA72, s.111
SPC credit card	Amazon - key safe, router and staples	109.20	LGA72, s.111
SPC credit card	Screwfix - roller	159.99	LGA72, s.111
SPC credit card	Screwfix-postfix, workwear, graffiti remover	106.86	LGA72, s.111
SPC credit card	Virtual Landline - Clerk phone	8.75	LGA72,s.111
Church Meeting Rm	Room hire for meetings	60.00	LGA72,s.111
	Monthly total:	**26,088.61**	

*** VAT included**

PC104/26 GRANTS

The Grants Working Group to provide information on applications received for council to consider:

- CARESCO – to assist buying of food and mini bus costs
- The Church – help to launch new baby and toddler group.

PC105/26 GOVERNANCE

Review and adopt Standing Orders, Financial Regulations and the Councillor Code of Conduct.

PC106/26 COMMITTEES

Consider if these committees are appropriate for the coming year, and if so, appoint members and Chairman, review the Terms of Reference for each committee and consider delegated powers:

1. Amenities Management Committee (AMC)
2. Finance, General Purpose and Communication Committee (FGPC)
3. Staffing Subcommittee (SSC)
4. Pavilion Committee (PVC).

PC107/26 WORKING GROUPS (WG)

Consider if these working groups are appropriate for the coming year, and if so, confirm members and Leaders and review the Terms of Reference for each working group.

1. Traffic and Parking WG
2. Editorial WG
3. Cemetery WG
4. Neighbourhood Plan WG
5. Green Spaces WG – Cllr Ayres to suggest a name change
6. Planning WG
7. Grants WG.

PC108/26 PROCESSES, POLICIES AND PROCEDURES

Review and adopt …

- Appraisal Policy
- Biodiversity Policy
- CCTV Policy
- Communication Policy
- Community Engagement Policy
- Co-option Policy (and application form)
- Complaints Policy
- Complaints Procedure
- Co-option Policy and application form
- Data Protection Policy
- Declaration of Interest Procedure
- Dignity at Work Policy
- Disciplinary Policy
- Dispensation Policy
- Equality and Diversity Policy
- Grievance Policy
- Homeworking Policy
- Investment Policy
- IT Policy
- Lighting Column Inspection Policy and Asset Register
- Pavilion Discount Policy
- Pavilion Health and Safety Policy
- Pavilion Emergency Fire Evacuation Procedure
- Parish Council Health and Safety Policy
- Performance Management Policy
- Privacy Notice
- Publication Scheme/Freedom of Information Policy (and request form)
- Reserves Policy
- Scheme of Delegation
- Staff Sickness Procedure
- Stilton Ditch Squad

- Stilton Parish Council Constitution – note councillor representative for Mrs Worthington's Almshouses
- Supporting the Community Grant Programme and form
- Training and Development Policy
- Vexatious Complaints Policy
- Website Accessibility Statement.

PC109/26 LAND, ASSETS AND INSURANCE

Review/adopt …

- Asset Register
- Barn Close Risk Assessment
- Cemetery Risk Assessment
- Parish Council Risk Assessment
- Parish Room Risk Assessment
- Pavilion Risk Assessment
- Pavilion Fire Safety Risk Assessment
- Emergency Fire Evacuation Procedure
- Pavilion Cleaners Risk Assessment
- Pavilion Play Area Risk Assessment
- Litter bin emptying Risk Assessment
- MVAS Risk Assessment
- New Churchyard and Garden of Remembrance Risk Assessment
- Community Field Risk Assessment
- Skate Park Risk Assessment
- Parish Council's insurance policy with Zurich (renewed in February 2026)
- Burial Ground Rules and Regulations.

PC110/26 FINANCIAL

Review and agree …

- Bank mandates/signatories/authorisations (including agreement to pay utility bills and HMRC by standing order and other invoices/staff wages by BACS)
- Expenditure under s.137 of the Local Government Act 1972.

PC111/26 SUBSCRIPTIONS

Review and agree council's subscriptions to SLCC/CAPALC (NALC), ICCM, Parish Online and Cambs ACRE.

PC112/26 MEETINGS

Determine the time and place of ordinary meetings of the council up to and including the next Annual Meeting of Stilton Parish Council and approve the calendar for inclusion on the website/notice boards.

PC113/26 PARISH COUNCILLOR VACANCIES

An application for one of the vacant Parish Councillor positions to be considered, the applicant acknowledged and questions to be forwarded/received. A vote to be taken and, if unanimous, the applicant to be co-opted as Parish Councillor prior to joining the meeting (Declaration of Acceptance of Office/Acceptance of emails to be signed)

PC114/26 FINANCE, GENERAL PURPOSE AND COMMUNICATION COMMITTEE

Cllr Arscott as Chairman of the Committee to report from the 28/04/26 meeting including:

- End of year loss from 2025-26 of £2,132.42 (to be taken from General Reserves)
- Annual review of the investment portfolio/activities
- Plans to publicise councillor vacancies.

PC115/26 PAVILION COMMITTEE

Cllr J Leonard as Chairman of the Committee to report from the 05/05/26 meeting including:

- Proposed response to a reduced hire fee request from Music4You
- Alarm call outs to be charged to hirers
- 2 x HDC bins to be emptied weekly (increased supply, covered by Pavilion bin hire charges. Currently 1 bin weekly, 2 bins every 4 weeks). Cost: £13.97 for a 660L bin
- Shattered window to be repaired by Area Windows (single pane) for £358 + VAT
- Old tables/trolleys to be collected for a £150 donation
- Boiler works – TF Heating (completed and water temperature over 60 degrees)
- HDC to carry out rodent control for £392.16 pa with 2 ant control visits pa
- Rat and mice contamination of roof installation
- Update on solar battery consumption/air conditioning suggestion
- Recent event issues and plans to reconsider fees for large party hire.

PC116/26 AGAR APPROVAL

a) Note the Internal Auditor's report for the year ended 31 March 2026
b) Assertions on Section 1 of the Annual Governance Statement to be completed
c) The Annual Governance Statement to be approved and signed by the RFO and Chairman
d) The Accounting Statement for 2025/26 to be approved and signed by the Chairman and RFO
e) Council to set the period for the Exercise of Public Rights from Wednesday 3 June – Tuesday 14 July 2026
f) Following points (a) to (e), approval to be given for the Annual Return to be submitted to the External Auditors (PKF Littlejohn)
g) Consider the suitability/impartiality of re-appointing Julia Tufnail as Internal Auditor for the 2026-27 internal audit at a cost of £450.00.

PC117/26 CHEESE ROLLING EVENT

Council to be updated on the forthcoming event and the following to be agreed as suitable:

- The Pavilion and Community Field Process plans
- The Event Management Plan
- The Field Use agreement
- The Cheese Rolling Risk Assessment.

PC118/25 APPRECE WAY BENCH

The Clerk to provide costings on a bench to be placed on the open land for consideration. Agree to purchase a bench, where to position, memorial plaque to be added and the budget source.

PC119/26 BARN CLOSE PLAY AREA: FORMAL QUOTE RESPONSES

Clerk to update on quotes received. The plan for populating the evaluation matrix, presenting designs for feedback at the Annual Parish Meeting and subsequent decision making by council to be confirmed.

PC120/26 ANNUAL PARISH MEETING

Plans for the meeting to be finalised including:

- Councillors attending
- Running order
- Budget for refreshments
- Local heroes to invite.

PC121/26 ANNUAL PLAYSAFETY REPORTS – PAVILION PLAY PARK AND SKATE PARK

Confirmation annual reports have been circulated and Pavilion Play Park urgent tasks completed by the Caretakers (AMC committee to consider additional areas for attention). Clerk to outline a Radii Ramps quote to undertake Skate Park maintenance for £975.00.

PC122/26 CLERK'S REPORT

The clerk to report on any relevant issues including:

- New noticeboard (North Street/Mill Road)
- Broken gate in the Closed Churchyard
- Update on Telephone Box defib.

PC123/26 CORRESPONDENCE

Correspondence to be addressed including …

- Concern regarding a removed tree on Elm Road/Ash Road open land
- Development opportunity of Elm Road/Ash Road open land
- Limekiln Lane and Bellway
- Offer to litter pick around the Pavilion
- Concern regarding a recent Pavilion event x 2. Cllr Ayres to highlight staff attendance to sort and how to thank volunteers also helping to clean after the event.

PC124/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960 and by reason of the confidential nature of this item's business, the Press and Public be excluded from the meeting.

PC125/26 HERITAGE CENTRE LEASE

The Clerk to update on draft lease negotiations, feedback from Wellers solicitors and correspondence from Stilton Heritage re leasing the Parish Room as a Heritage Centre. Subsequent action to be determined.

PC126/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC

The confidential business having been concluded, the Public and Press be re-admitted to the meeting.

Next meeting – Tuesday 8 June 2026 at 7.30pm