STILTON PARISH COUNCIL

Minutes of the Parish Council meeting that took place on Tuesday 12 May 2026 - held at the Church Meeting Room, Church Street, Stilton at 7.30pm.

Present: Councillors: Ayres (Chairman), Arscott, J Leonard, O Leonard, Murtagh and Shailer

Clerk: Lawrence

Others: 9 members of the public

PC093/26 ELECTION OF CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2026/27
Cllr Arscott proposed Cllr Ayres, Cllr Murtagh seconded. All in agreement.
Resolved
Cllr Ayres elected as Chairman for the ensuing year 2026/27.

PC094/26 DECLARATION OF ACCEPTANCE OF OFFICE
Cllr Ayres signed the Declaration of Acceptance of Office/Acceptance of Emails.

PC095/26 ELECTION OF VICE-CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2026/27
Cllr O Leonard proposed Cllr Murtagh, Cllr J Leonard seconded – all in agreement.
Resolved
Cllr Murtagh elected as Vice-Chairman for the ensuing year 2026/27.

PC096/26 DECLARATION OF ACCEPTANCE OF OFFICE
Cllr Murtagh signed the Declaration of Acceptance of Office/Acceptance of Emails.

PC097/26 PARISH COUNCILLORS - ELECTION OF OFFICE
Following the uncontested election, 4 elected councillors signed the Declaration of Acceptance of Office form/Acceptance of emails (apart from Chairman and Vice-Chairman who had already signed and 2 councillors sending apologies). Councillors not present to sign at the next available meeting.

PC098/26 APOLOGIES FOR ABSENCE
Cllrs Green and Paice sent apologies for absence – personal reasons – **accepted.**

PC099/26 DECLARATIONS OF INTEREST/DISPENSATIONS
Cllrs Ayres and O Leonard declared a non-pecuniary interest in PC125/26 – Stilton Heritage.

PC100/26 PUBLIC PARTICIPATION
Members of the public raised a concern regarding the removal of a seemingly healthy tree on Elm Road/Ash Road open land. It was advised the land is not owned by the Parish Council nor a Parish Council tree (acquisition outstanding). Potentially putting Tree Preservation Orders on remaining trees was raised to protect against any further removals – **tree protection to be looked into and transfer of the land into the Parish Council's name to be chased with the solicitors.**

A representative from Stilton Heritage spoke on the matter of the draft lease, detailing damage by motor vehicles, a schedule of condition and water testing plans - council to confirm agreement from the informal meeting. Information was provided to assist a decision by council regarding inclusion of a mutual break/forfeiture clause.

A member of the public highlighted noise from Pavilion events as problematic along with excessive traffic speeds to and from the Pavilion and rubbish after events. General traffic issues in the village were also drawn attention to.

PC101/26 MINUTES

The Minutes of the Parish Council meeting held on Tuesday 14 April 2026 were confirmed as a true record and signed by the Chairman.

PC102/26 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Councillor Alban was not present but County Councillor Bywater reported that the Local Government Reorganisation decision should be made in July. Issues with Highways staffing were detailed and Cllr Murtagh raised escalating concern with the Stilton Lodge site – **Clerk to contact HDC re spoil removed from site (SB to be copied in).**

County Councillor Bywater and 5 members of the public left the meeting.

PC103/26 FINANCIAL REPORT

The Clerk/RFO provided the bank reconciliation for April, May's wage report and Reserves Report. CCLA interest of £320.61 for April was noted. Receipt of first precept payment, and subsequent movement of £50,000 into the current account savings account, was recorded. The Clerk detailed Anglian Water invoices of £127.49 for the Pavilion and £61.14 for the Parish Room and provided an explanation for no charge on Pavilion gas this month (previous overcharge).

Resolved

PC103/26.1 Cllr Ayres and Arscott confirmed expenditure checked and correct

PC103/26.2 Expenditure for May.

To:	Reason:	Amount:	Authorised Ref:
Staff wages	Salaries, HMRC and pension costs	7,482.32	LGA72,s.112
Octopus Energy	Pavilion gas	-34.09	LGA76,s.19
Octopus Energy	Pavilion electricity	34.09	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
Anglian Water	Pavilion water (quarterly)	127.49	LGA76,s.19
Anglian Water	Parish Room water (quarterly)	61.14	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:	**26,277.24**	

*** VAT included**

PC104/26 GRANTS

The Grants Working Group acknowledged applications from CARESCO – to assist buying of food and mini bus costs, and from the Church – help to launch new baby and toddler group – **decision deferred to the June Parish Council meeting as not sufficient time to go through.**

PC105/26 GOVERNANCE

Resolved

Standing Orders, Financial Regulations and the Councillor Code of Conduct – **reviewed and adopted.**

The Chairman advised PC113/26 would be moved forward.

PC113/26 PARISH COUNCILLOR VACANCIES

An application for one of the vacant Parish Councillor positions was considered, the applicant acknowledged and questions forwarded/received before a vote was taken.

Resolved

PC113/26.1 Clark Graham co-opted as Parish Councillor – **unanimous**

PC113/26.2 Declaration of Acceptance of Office/Acceptance of emails was signed

PC113/26.3 Clerk to contact HDC to update and arrange Declaration of Interest form.

PC106/26 COMMITTEES

Committees appropriate for the coming year were confirmed, members/Chairman appointed and Terms of Reference reviewed.

Resolved

PC106/26.1 Terms of Reference for each committee

PC106/26.2 Amenities Management Committee (AMC) – Cllrs Ayres, Graham, Green, J Leonard, O Leonard and Murtagh. Chairman: **Cllr Murtagh**

PC106/26.3 Finance, General Purpose and Communication Committee (FGPC) – Cllrs Arscott, Ayres, Graham, O Leonard and Murtagh. Chairman: **Cllr Arscott**

PC106/26.4 Staffing Subcommittee (SSC) – Cllrs Arscott, Ayres (ex officio), O Leonard and Murtagh (ex officio). Chairman**: Cllr Arscott**

PC106/26.5 Pavilion Committee (PVC) – Cllrs Ayres, Graham, J Leonard, O Leonard and Murtagh. Chairman: **Cllr J Leonard**.

PC107/26 WORKING GROUPS (WG)

Working groups appropriate for the coming year were considered, members and Leaders appointed, and Terms of Reference reviewed. A change of name for the Green Spaces Working Group to be considered by the group at their next meeting.

Resolved

PC107/26.1 Terms of Reference for each Working Group

PC107/26.2 Traffic and Parking WG – Cllrs Ayres, Graham, Green, J Leonard, Shailer and non-Parish Council members. **Leader: Cllr Ayres**

PC107/26.3 Editorial WG – Cllrs Arscott, Ayres, O Leonard and Murtagh. **Leader: Cllr Ayres**

PC107/26.4 Cemetery WG – Cllrs Arscott, Paice and Shailer and Clerk plus non-Parish Council members. **Leader: Clerk**

PC107/26.5 Neighbourhood Plan WG – Ayres, Graham and Murtagh plus non-Parish Council members. **Leader: Cllr Murtagh**

PC107/26.6 Green Spaces WG – Cllrs Arscott, Ayres and Paice plus non-councillor members. **Leader: Cllr Ayres**

PC107/26.7 Planning WG – Cllrs Arscott, Ayres, Murtagh and Shailer. **Leader: Ayres**
PC107/26.8 Grants WG – Cllrs Arscott, J Leonard and Murtagh. **Leader: Cllr Arscott**.

PC108/26 PROCESSES, POLICIES AND PROCEDURES

These were put forward for adoption following review by council or delegated committees.

Resolved

- Appraisal Policy
- Biodiversity Policy
- CCTV Policy
- Communication Policy (minor changes)
- 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 (deferred)
- Parish Council Health and Safety Policy
- Performance Management Policy
- Privacy Notice
- Publication Scheme/Freedom of Information Policy (and request form)
- Reserves Policy (updated)
- Scheme of Delegation (updated)
- Staff Sickness Procedure
- Stilton Ditch Squad
- Stilton Parish Council Constitution – note councillor representative for Mrs Worthington's Alms houses
- Supporting the Community Grant Programme and form
- Training and Development Policy
- Vexatious Complaints Policy
- Website Accessibility Statement.

PC109/26 LAND, ASSETS AND INSURANCE

These were put forward for agreement/approval.

Resolved

- Asset Register
- Barn Close Risk Assessment (deferred)
- Cemetery Risk Assessment (deferred)
- Parish Council Risk Assessment (deferred)
- Parish Room Risk Assessment (deferred)
- Pavilion Risk Assessment (deferred)
- Pavilion Fire Safety Risk Assessment (deferred)

- Emergency Fire Evacuation Procedure (deferred)
- Pavilion Cleaners Risk Assessment (deferred)
- Pavilion Play Area Risk Assessment (deferred)
- Litter bin emptying Risk Assessment (deferred)
- MVAS Risk Assessment (deferred)
- New Churchyard and Garden of Remembrance Risk Assessment (deferred)
- Community Field Risk Assessment (deferred)
- Skate Park Risk Assessment (deferred)
- Parish Council's insurance policy with Zurich (renewed in February 2026) – deferred to the next FGPC meeting
- Burial Ground Rules and Regulations – to be reviewed following the Clerk's attendance on an ICCM burial management course.

PC110/26 FINANCIAL

Resolved

PC110/26.1 Bank mandates/signatories/authorisations (including agreement to pay utility bills and HMRC by standing order and other invoices/staff wages by BACS). Cllrs Arscott and Ayres recorded as on the bank mandate.

PC110/26.2 Expenditure under s.137 of the Local Government Act 1972 – budget of £500 for 2026/27 (£11.60 per elector allowance).

PC111/26 SUBSCRIPTIONS

Resolved

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

PC112/26 MEETINGS

Resolved

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

PC114/26 FINANCE, GENERAL PURPOSE AND COMMUNICATION COMMITTEE

Cllr Arscott as Chairman of the Committee reported from the 28/04/26 meeting detailing the year-end balance, an annual review of the investment portfolio/activities and plans to publicise councillor vacancies.

Resolved

End of year loss from 2025-26 of £2,132.42 to be taken from General Reserves.

PC115/26 PAVILION COMMITTEE

Cllr J Leonard, as committee Chairman, reported from the 05/05/26 meeting and detailed boiler works carried out by TF Heating (completed and water temperature over 60 degrees) and rodent contamination of roof installation (Clerk to source quote). An update on solar battery consumption and possible air conditioning were put forward (a reported circuit board burn should be covered under warranty). Cllr J Leonard to draw up a proposal for potential air conditioning. Discussion on recent event issues and plans to reconsider fees for large party took place (Clerk to draw up a report).

Resolved

PC115/26.1 Reduced hire fee request from Music4You – **not authorised**

PC115/26.2 Alarm call outs to be charged to hirers (Terms and Conditions to be updated)

PC115/26.3 2 x HDC bins to be emptied weekly (increased supply, covered by Pavilion bin hire charges). Cost: £13.97 for a 660L bin

PC115/26.4 Shattered window to be repaired by Area Windows (single pane) for £358 + VAT

PC115/26.5 Old tables/trolleys to be collected for a £150 donation

PC115/26.6 HDC to carry out rodent control for £392.16 pa with 2 ant control visits pa.

PC116/26 AGAR APPROVAL (2025-26)

Resolved

PC116/26.1 The Internal Auditor's report for the year ended 31 March 2026 (noted)

PC116/26.2 Assertions on Section 1 of the Annual Governance Statement (completed)

PC116/26.3 The Annual Governance Statement for 202was approved and signed by the RFO and Chairman

PC116/26.4 The Accounting Statement for was approved and signed by the Chairman and RFO

PC116/26.5 The period for the Exercise of Public Rights was set from Wednesday 3 June – Tuesday 14 July 2026

PC116/26.6 Approval given for the Annual Return to be submitted to the External Auditors (PKF Littlejohn)

PC116/26.7 The suitability/impartiality of re-appointing Julia Tufnail as Internal Auditor for the 2026-27 internal audit at a cost of £450.00 was considered, and approved.

PC117/26 CHEESE ROLLING EVENT

Council was updated on the forthcoming event and the following 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 provided costings on a bench to be placed on the open land for consideration. Cllrs Arscott and Ayres to visit site and then recommend where to place. Memorial plaque to be added to be considered later.

Resolved

The 'Park Seat with Back' bench to be purchased from NBB for £535 (budget: CIL).

A member of the public left the meeting.

As the 2-hour meeting limit was approaching, the Chairman advised there would be a 30 minute extension.

PC119/26 BARN CLOSE PLAY AREA: FORMAL QUOTE RESPONSES

The Clerk updated on 4 quotes received (5 requested). A plan for populating the evaluation matrix, presenting designs for feedback at the Annual Parish Meeting and subsequent decision making by council were confirmed.

Resolved

Cllrs Ayres and Murtagh, along with the Clerk to populate the evaluation matrix after the designs have been displayed at the Annual Parish Meeting for feedback. Final decision to be made by the Parish Council at the meeting on 09/06/26.

PC120/26 ANNUAL PARISH MEETING

Plans for the meeting were finalised with all Councillors invited to attend, the running order to be drawn up by the Clerk and 3 Local heroes to be invited for removing graffiti, litter picking and populating the village planters.

Resolved

Budget for refreshments of £100 (Chairman's allowance).

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

It was confirmed the annual reports have been circulated and Pavilion Play Park urgent tasks completed by the Caretakers (AMC committee to consider additional areas for attention).

The Clerk outlined a Radii Ramps quote to undertake Skate Park maintenance.

Resolved

Radii Ramps to undertake Skate Park maintenance as per the PlaySafety report for £975.00.

PC122/26 CLERK'S REPORT

The clerk reported on relevant issues including:

- New noticeboard (North Street/Mill Road) **– Clerk to find out visibility splays from Highways**
- Broken gate in the Closed Churchyard **– Caretakers to install if the Church buy a new gate**
- Update on Telephone Box defib **– temporary defib in place until the faulty defib fixed.**

PC123/26 CORRESPONDENCE

Correspondence to be addressed included:

- Concern regarding a removed tree on Elm Road/Ash Road open land **– addressed in public participation**
- Development opportunity of Elm Road/Ash Road open land – **acknowledge but no comment**
- Limekiln Lane and Bellway – **District Councillor Alban looking into**
- Offer to litter pick around the Pavilion – **To be carried out with Caretakers/Parents**
- Concern regarding a recent Pavilion event x 2. Cllr Ayres highlighted staff attendance to sort and council considered how to thank volunteers also helping to clean after the event - **£50 gift voucher to be given to the 3 volunteers** (budget: hirer deposit).

As the 2.5-hour meeting limit was approaching the Chairman advised there would be a further 15-minute extension

A member of the public left the meeting along with Cllrs Ayres, Graham (non-pecuniary interests in PC125/26) and O Leonard – Cllr Murtagh took over as Chairman.

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 were excluded from the meeting.

PC125/26 HERITAGE CENTRE LEASE

The Clerk updated on draft lease negotiations, feedback from Wellers solicitors and correspondence from Stilton Heritage re leasing the Parish Room as a Heritage Centre.

Resolved

For inclusion in the lease: written confirmation from the informal meeting re damage by motor vehicles, schedule of condition and water testing, Standard Forfeiture, a 5-year break clause with 12 months' notice, Landlord's break clause and proposed completion of 01/06/26.

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 were re-admitted to the meeting.

Meeting closed: 22:15

Next meeting – Tuesday 8 June 2026 at 7.30pm