

# STRATTON PARISH COUNCIL

Chair Matt Garner

Clerk Vacant

## **Minutes of the Annual Meeting of Stratton Parish Council held on Monday 13<sup>th</sup> May 2024 at 7:30 pm in Stratton Village Hall**

### **Present:**

Cllrs Matt Garner, Simon Joslin, Beth Cooke and Bradley Pimm

3 members of the public

### **25.1 Election of Chair for 2024/5 and signing of acceptance of office**

Cllr Joslin nominated Cllr Garner, seconded by Cllr Cooke. Nomination accepted, cllr Garner duly signed the acceptance of office

### **25.2 Election of Vice Chair for 2024/25 and signing of acceptance of office**

Cllr Garner nominated Cllr Joslin, seconded by Cllr Cooke. Nomination accepted, cllr Joslin duly signed the acceptance of office

Cllrs Cooke & Pimm also signed their declarations of acceptance of office for completeness.

Formal thanks received from the public for forming a new council.

### **25.3 To receive apologies of absence.**

Apologies received from (Dorset) Councillor David Taylor.

### **24.4 To receive any declarations of interests on agenda items.**

No relevant interests declared

### **25.5 Public Participation.**

A question was asked about the un-concluded discussions about providing an 'Unknown Tommy' in time for Armistice Day. Cllr Garner will approach the local business that had offered to fund it. To add to agenda for next meeting.

### **25.6 To approve the minutes of Parish Council meeting on 26th March 2024.**

Approval of minutes proposed by Cllr Joslin & seconded by Cllr Pimm

### **25.7 To confirm the roles and responsibilities of Councillors for the coming year.**

As with previous years, areas of lead responsibility are shared out between councillors. The table below reflects what has been agreed for this year.

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Lead Area	Lead Councillor
Allotments	Cllr S Joslin
Village Green	Cllr S Joslin
Playing Field	Cllr B Pimm
Communications	Cllr M Garner & Cllr B Cooke
Crime Prevention	Cllr B Cooke
DAPTC	Cllr M Garner
Finance	Cllr B Pimm
Footpaths and Rights of Way	Cllr M Garner & Cllr B Pimm
Highways	Cllr M Garner
Maintenance	Cllr S Joslin
Notice Boards	Cllr S Joslin
Social Care & Safeguarding Officer	Cllr B Cooke
Transport	Cllr S Joslin
Trees	Cllr S Joslin
Village Hall Committee	Cllr S Joslin

## 25.8 To reaffirm and accept National Legislation and Local Conditions/Policies of the Council.

Councillors individually confirmed awareness of and compliance with the policies & procedures currently adopted by the Parish Council (listed below).

TYPE	FILE NAME	DATE MODIFIED	SIZE
pdf	Communications Policy and Guidelines	16/09/2020 13:17	84.1k
pdf	Finance Strategy 2019	12/01/2020 10:29	76.3k
pdf	GDPR Data Breach Policy	28/06/2018 13:28	100.5k
pdf	GDPR Data Map June 2018	28/06/2018 13:29	128.2k
pdf	GDPR Data Protection Policy	28/06/2018 13:28	106.8k
pdf	GDPR Privacy Notice	28/06/2018 13:27	93.1k
pdf	GDPR Records Retention Policy	28/06/2018 13:28	114.5k
pdf	GDPR Subject Access Request Procedure	28/06/2018 13:28	155.6k
pdf	New Complaint Process 2021	20/08/2021 11:29	139.3k
pdf	Playing Field Policy	19/11/2023 10:45	108.8k
pdf	Risk Assessment 2017 18	28/06/2018 13:35	127.7k
pdf	SPC 2021 Code of Conduct Aug 2021	20/08/2021 11:29	286.4k
pdf	SPC Co Option Policy	07/11/2021 21:28	168.6k
pdf	SPC Financial Regulations March 2021	07/11/2021 21:32	217.3k
pdf	SPC Standing Orders June 2018	28/06/2018 13:28	367.4k
pdf	Safeguarding and Equalities Policy	16/12/2017 15:44	37.4k
pdf	Section 137 Grant Policy	11/12/2017 11:54	85.6k
pdf	Tree Policy	16/12/2017 15:44	47.7k
pdf	Wreath Policy	28/01/2020 08:07	382.2k

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## 25.9 Finance

- a. To confirm whether the Council qualifies as exempt from external audit and approves the Certificate of Exemption 2023/24
- b. To approve the Annual Governance Statement 2022-23
- c. To approve the Accounting Statements 2022-23
- d. To receive the Internal Audit Report
- e. Audit Regulations and Certificate of Exemption AGAR
- f. To consider receipts and payments due or paid since the last meeting
- g. To receive the Budget Monitoring report
- h. To review the Asset Register and Risk Assessments

Items a-e & h are postponed until an Internal Audit can be completed. Councillors agreed that this may require an Extraordinary Meeting to review and agree before the date of submission for the AGAR of 30 June.

Items f & g, summary of financial activity discussed with no questions from councillors. One variance to record is that the insurance premium, whilst lower than last year is over what has been budgeted.

### Accounts to 13<sup>th</sup> May 2024

*(Monies in the Village Green Account cannot be used for any other purpose)*

Account	Parish	V/Green	Parish Plan	VAT	Balance
Balance b/f	£13,649.17	£37,716.72	£3,600.00	£1,111.63	£56,553.65
Receipts	£6,550.00				£6,550.00
Payments	£1,516.18	£2,305.80		£461.16	£4,283.14
Balance c/f	£18,682.99	£35,410.92	£3,600.00	£1572.79	£58,820.51

#### PAYMENTS IN

##### Parish

Precept	£6,300.00
Allotment Rent	£250.00
Total	£6,550.00

#### PAYMENTS OUT

##### Parish

DAPTC	£246.04
Dorset Council	£179.92
Wrackford Farms	£250.00
Rick Healey	£95.00
Zurich Insurance	£745.26
Total	£1,516.18

##### Village Green

Rolls Landscaping	£2,766.96
Total	£2,766.96
Payments Total	£4,283.14

## 25.10 Onboarding arrangements for new Councillors.

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All councillors were reminded that there is a requirement to submit election expenditure reports in accordance with the timeline advised by electoral services.

DAPTC offer training for new councillors, and other training. Link circulated, councillors encouraged to sign up to their newsletter. MG can book in the absence of a Clerk.

## **25.11 Register of Interest.**

A new Register of Interests will need to be completed by all councillors. MG to send link.

## **25.12 Council IT & Website – agree scope of review & councillor’s responsibilities**

Whilst all Councillors felt that there was a need for an overhaul of our IT & comms, and that it should be a holistic review, none felt they have the expertise to lead the work.

MG will contact DAPTC for guidance and create an initial scoping document for circulation.

## **25.13 Highways – update on A37 safety concerns**

MG reported that despite numerous chases from himself and David Taylor, no response has been received from Dorset Highways. MG will continue to chase, pushing for a meeting with the relevant managers.

## **25.14 Telephone box – update on arrangements for ‘guardianship’**

Announcement requesting ideas for the future use & volunteers to help with upkeep to be made on website & PC Facebook page. Also to Pamela Clark-Simpson for Stratton Active. Suggestion that deadline for response is end-May. Action MG.

## **25.15 Public Participation**

## **25.16 Items for the next meeting on 9 July 2024 and agree future meeting dates**

Unknown Tommy  
Phone Box  
A37 safety issues  
Council IT  
Policy reviews

Next meetings (tbc pending hall availability) 9 July, 3 September, 12 November, 14 January & 11 March.

It was agreed that meetings would now start at 19:00.

**Meeting closed at 20:05**