

CLIFTON CAMPVILLE WITH THORPE CONSTANTINE PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON

22nd May 2025 @ 7pm

Venue - Clifton Campville village hall

Correspondence – All correspondence was circulated before the meeting

Present: Cllr Bennion, Cllr Nicholls, Cllr E Leedham, Cllr Bostock, Cllr Tongue, Cllr Amsden.

Clerk: Sue Hughes. Members of the public - 1

1. **Election of Chairman**
Cllr Bennion was proposed by Cllr Tongue, seconded by Cllr Amsden. No other member was proposed. All members voted in favour of Cllr Bennion who accepted the role, signed an acceptance form which was witnessed by the Clerk
2. **Election of Vice Chairman**
Cllr Tongue was proposed by Cllr Bostock, seconded by Cllr Bennion. No other member was proposed. All members voted in favour of Cllr Tongue who accepted the role, signed an acceptance form which was witnessed by the Clerk.
3. **Apologies** – Cllr R Leedham
4. **Declaration of interest** – Cllr E Leedham item 7e. Cllr Bostock 6d.
5. **Members of the public** - No Comments received.
6. **Minutes of the previous meeting** –
These were circulated before the meeting, taken as read, and signed as a true record by the Chairman.
 - a. Minutes from 11th March 2025 meeting – **Approved**. Proposed Cllr Nicholls & Seconded Cllr Tongue
 - b. Matters arising – Item 3: Cllr Nicholls to share memorial history with Pat Moore.
 - c. Minutes from 8th April 2025 Extraordinary meeting – **Approved** Proposed Cllr Nicholls & seconded by Cllr Leedham.
 - d. Matters arising – It was noted that the meeting was uncomfortable and members felt intimidated. A public participation document will be shared with members by the Clerk for future discussion. The Green Man planning update – Highways have asked for more information from the applicant regarding the parking and a traffic assessment is to be carried out.
7. **Finance** – Balance of accounts: Current £19,252.10 @ 15 .5.2025 - Savings £10,102.30 @ 25.4.2025
Statements shared with members Statements were shared with members and signed by the Chairman.
Payments – Approved for:
 - a. £33.50 Clerks expense
 - b. £209.70 Kim Squires Audit 2024/2025
 - c. £0 Ann Amsden Stationary – deferred to next meeting
 - d. £261.80 SPCA Membership
 - e. £388 R W Leedham – Allotment lease
 - f. £11 Village Hall hire for 8.4.2025 – Extraordinary meeting.
 - g. £413.09 Insurance renewal due 1st June
 - h. £10,000 to be transferred from the current account to the savings account**Receipts - Acknowledged**
 - i. £19,080.00 16.4.2025 – Precept from LDC

8. **Village items**
 - a. Haunton telephone box - proposed change of use from information kiosk to book exchange - Engage an electrician with cost up to £150 for certification. **Approved by all present.**
Cllr Nicholls will check the Clifton Campville telephone box to see if certification is required
 - b. Haunton bus shelters – Apply timber preservative at the cost of £99.30 + VAT **Approved by all present.**
Volunteer required to apply preservative for the Clifton Campville bus shelter – Cllr Tongue to action.
 - c. Haunton bus shelters - need for gravel boards for soil retention and French Drains cost of £135.40 + VAT **Approved by all present.**
 - d. Memorial to John Cliffe – Plaque will be bronze and engraved with the cost up to £200 approved.
Written text to be shared with members. **Approved by all present.**

9. **Adoption of Policies approved:**
 - a. Standing Orders – No’s 66/69 of policy. Liaise with SPCA for clarification. Defer to next meeting.
Add that all submissions be shared with members.
 - b. Risk Register – Clerk to check for updated policy - Defer to next meeting
 - c. Data Protection Policy – Defer to next meeting
 - d. Risk assesment – To be completed for the next meeting by Cllr Nicholls (Haunton) and by Cllrs Amsden, Bostock, Tongue (Clifton Campville)

10. **AGAR /Audit Approved - for Submission to external Auditor (10a, b & c)**
 - a. Governance Statement – **Approved** and Signed by Chairman
 - b. Accounting Statement – **Approved** and Signed by Chairman
 - c. Bank Reconciliation – **Approved** and Signed by Chairman
 - d. Exercise of Public rights to be displayed from 3.6.2025 to 14.7.2025 - **Approved**
 - e. £175 plus travel to Kim Squires services for Audit 2025-2026 – **Services approved**
 - f. Clerk to clarify release date of Financial regulations with Auditor.

11. **Planning**
 - a. Application 24/00992/COU – Chapel House, Haunton
Current planning situation. Update – No date has yet been assessed for the appeal to be heard.
 - b. Application 22/00160/FUL - 36 Chestnut Lane Clifton Campville Tamworth Staffordshire B79 0BN
Refusal - No action required.

12. **Email and website domain** - Change to gov.uk. Clerk to investigate work involved and costs.

13. **Sub-committees** with delegated powers to get responses between meetings - see item 9a.

14. **Clerk**
 - a. Appraisal to take place once a year – Document **approved by all members present.**
 - b. Staffing sub-committee – Cllrs E Leedham, Bostock and Tongue to lead with one-to-one meetings with the Clerk to take place quarterly.
 - c. Clerks Pension - A 3% contribution to be paid by PC from May 2025 with a one-off payment of £1000 paid into the Clerks Nest pension scheme for failing to provide any contribution since November 2020.
 - d. Payroll – Bradleys Ltd to process salary for Clerk from May 2025. Cost of £160 + VAT per annum.
Item 14c & 14d - **Approved by all members present.**
 - e. Clerk on holiday 3-10 June 2025 - **Approved by all members present**

15. **Next meeting.** Dated changed of the next meeting to 15th July 2025 - **Approved by all members present.**
Cllr Bostock sent apologies for the next meeting
16. **Reports - Items for Future Meeting**
 - a. Agenda item to be included to discuss bank balance transfer.
 - b. Policies to be reviewed and adopted.
 - c. Public participation document to be reviewed.

Meeting concluded @ 9pm

Next Meeting 15th July 2025