



## Minutes of a Meeting of the South Stoke Parish Council

Wednesday 30<sup>th</sup> June 2021 at 7:00pm, South Stoke Recreation Ground

### Public Session

No Comments from the Public

### Members Present:

Chairman Cllr Bryan Urbick (BU)  
Members Cllr Victor Meyer (VM)  
Cllr Andrew Scrivener (AS)  
Cllr Diana Hathaway (DH) [Arrived at item 20.03.6.1]  
Cllr Phillip Wortley (PWo)

### Officers Present:

Clerk Laura White (LW)  
Public and Press: 1 Member of the Public

### Meeting started 19:02

**To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]**

Cllr White sent their apologies; unable to attend due to a potential COVID-19 contact.

**Resolved:** Reasons for absence approved, unanimous.

### 21.03.1. Declarations of Interests [LA 2011 s31]

BU Declared an interest in item 21.03.9.3 and will abstain from the vote if they are proposed to be proper officer.

### 21.03.2. To consider requests for Dispensations [LA 2011 s33]

None

### 21.03.3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

#### 20.03.3.1. 05<sup>th</sup> May 2021

**Resolved:** Approved; Unanimous.



**21.03.4. Planning**

**20.03.4.1. To note responses to planning consultations as decided during the period of Section 101 delegation to the Clerk to respond – Appendix A**

**Resolved:** Noted as per Appendix A

**21.03.5. Slipway Committee**

**20.03.5.1. To approve updating the Slipway Committee ToR to have 4 members, including at least 1 councillor, with a quorum of 3.**

**Resolved:** Approved to increase number to 5 members with a quorum of 3; Unanimous.

**20.03.5.2. To appoint members to the slipway committee.**

**Resolved:** To Appoint Cllr Andrew Scrivener; Mrs Judith Hogg; Mr John Verrill; Mr David Richardson; Mr Will Higgs; Unanimous.

The Clerk reminded the newly appointed members would need to complete Registers of Members interests and accept the position at the first Slipway Committee meeting.

**21.03.6. The Park**

**20.03.6.1. To consider a request from the South Stoke Primary School Parent Teacher Association to install Shed (smaller than 15m<sup>2</sup>) on The Park to store their items. Their current facility is no longer available.**

**Resolved:** Approved to allow the PTA to construct a shed on The Park; but have further discussions with the school as to exactly where on The Park the shed should be installed; Unanimous.

Decision on the final location to be brought to a future meeting for resolution.

**20.03.6.2. To consider the planting scheme for The Park as submitted for Consideration by Mend The Gap. Appendix B refers.**

**Resolved:** Planting scheme approved as submitted; to also write to the current grazing tenant to ask if they wish to continue with the tenancy [ACTION: Proper Officer to write]; Unanimous.

**21.03.7. Finance Appendix C Refers**

**20.03.7.1. To approve Payments for April; May & June 2021**

**Resolved:** Approved; by Majority.



**20.03.7.2. To note Receipts for 1<sup>st</sup> April to 25<sup>th</sup> June 2021**

**Resolved:** Noted; by Majority.

**20.03.7.3. To note the reconciled bank account and reserve balances as at 25<sup>th</sup> June 2021**

**Resolved:** Noted; Unanimous

**20.03.7.4. To complete the quarterly review of the budget and yearly spend to date.**

The council reviewed the expenditure to date, there were no points of interest to note.

**20.03.7.5. To appoint Jane Olds at the internal auditor for the financial year 2021-2022**

**Resolved:** Approved to appoint Jane Olds for fixed fee £190 plus 45p per mile for travel if village visits are required; Unanimous.

**21.03.8. Matters relating to the resignation of the Clerk & Responsible Financial Officer, and recruitment of a replacement Clerk & Responsible Financial Officer [LGA 1972 s112, s151]**

**20.03.8.1. To note the staffing committee is unable to make a recommendation to the council on who to appoint as Clerk & RFO at this time.**

**Resolved:** Noted; Unanimous.

**20.03.8.2. Considering point 10.1, and the current Clerk's employment ending today, 30<sup>th</sup> June 2021, to approve creating the unpaid position of Proper Officer, to execute the duties and responsibilities of the Clerk and RFO until such time as one can be appointed.**

*An office of profit remains an office of profit, a councillor can only be an officer without remuneration [Delane v Hillcoat (1829) 9 B & C 310]*

**Resolved:** Approved to create the unpaid role of Proper Officer to execute the duties and responsibilities of Clerk and RFO; Unanimous.

**20.03.8.3. To appoint a councillor as proper officer of the council. [LGA 1972 s112(5)]**

**Resolved:** Approved to appoint Councillor Bryan Urbick as Proper Officer, only until a Clerk has been appointed or the next meeting of the Parish Council; By Majority [BU Abstained].



**20.03.8.4. To approve delegating limited powers to the Proper Officer until such time as meetings can be held in the Village Hall again, limited to:**

*If other urgent matters arise, another outside meeting will be called to be compliant with social distancing regulations.*

**Resolved:** To approve limited delegated powers to the Proper Officer, including:

- Responding to planning consultations after receiving the views of not less than 4 other councillors.
- Making payments which cannot be delayed until after the next meeting.
- Engaging local support for the Proper Officer clerk role for up to 10 hours per month at the current clerk salary point of the outgoing clerk a maximum of 10 hours per month for no more than 3 months.

Unanimous.

**21.03.9. Matters for future discussion.**

To include items from the Slipway Committee; TOR amendments; Budget for Activities [AS] to provide to input to the next agenda.

Swimming pool area land [DH]

Glebe Housing Development [BU to email all councillors]

The Park [BU to arrange site meeting with all councillors]

**21.03.10. To agree list of items discussed at this meeting to be included in the next edition of the parish newsletter.**

Trees on The Park

Thanks to the outgoing Clerk.

**21.03.11. To confirm the time and date of the next meeting, subject to lifting of social distancing measures: 19<sup>th</sup> July 2021.**

Confirmed.

**Meeting Closed 20:09**