Minutes of the Annual Council Meeting of South Stoke Parish Council

Monday 11 May 2025 at 7:30pm, South Stoke Village Hall

Councillors in attendance:
Andrew Scrivener (AS)
Vanda Scholey (VS)
Tina Haslam (TH)

Public Forum: MOPS 1
Meeting Started: 19:35

1. **To Elect the Chairman for the year ahead**

   AS proposed John Verrill and TH seconded John Verrill to be chair

   Resolved: Unanimously approved – In his absence, the declaration of office to be signed at the earliest convenience and to be witnessed by either the clerk or two councillors.

2. **To receive Declaration of Chairman's Acceptance of Office**
   As Above
   Resolved: Noted

3. **To Elect the Vice-Chair for the year ahead**
   VS proposed Andrew Scrivenger and TH seconded Andrew Scrivenger to be Vice-chair
   Resolved: Unanimously approved.

4. **To receive the Vice-Chairs Acceptance of Office**
   Received
   Resolved: Unanimously approved.

5. **To receive apologies for absence and to approve the reasons given**
   JV sends his apologies due to illness
   Resolved: Unanimously approved

Sinead Archer
Clerk

12th May 2026

6. **Declarations of interest**
   Members to declare any interests they may have in agenda items.

   TH and VS have plots on the community gardens
   TH has a mooring at water meadows
   TH husband is chair of South stoke Wildlife and Conservation group
   VS husband is a trustee of the Amenities Charity

   NP and JV not present in the meeting, there annual declarations of interest are to be recorded in June's meeting.

7. **To consider requests for dispensations**
   None requested

8. **To establish any required committees or working groups**
   As below

9. **To appoint representatives to community groups or projects**
   - Park Project
     NP has been volunteered to continue as the park representative until the project is complete.
     Resolved: To be confirmed at the next meeting

   - South Stoke Community Shop
     VS has volunteered continue to be the representative
     Resolved: Unanimously approved.

   - Amenities Charity
     JV was volunteered to continue to be the representative
     Resolved: To be confirmed at the next meeting

   - Community Garden Association
     NP was volunteered to continue to be the Liaison.
     Resolved: To be confirmed at the next meeting.

   - Water Meadows working group.
     NP, JV and AS have volunteered to continued be the representatives for this.
     Resolved: To be confirmed at the next meeting

- Slipway working group
  JV, TH and AS have volunteered to be part of the working group.
  Resolved: Unanimously approved

- Staffing Committee
  VS, TH and AS volunteered to be representatives for this.
  Resolved: Unanimously approved. Pencilled 14TH September for annual review of staff.

10. To reapprove Standing Orders and Financial Regulations for year ahead

Noted that there were no changes to the standing orders or financial regulations
Resolved: Unanimously approved.

11. To approve the minutes of previous council meetings

- Parish Council Meeting, 13th April 2026
  Resolved: Unanimously approved to defer next month

12. Chairman's Announcements

None

13. County and District Councillor Reports

None received.

14. Committees and Community Groups

To receive any reports and updates since the last PC meeting and approve actions:

1. Park Project Committee
   - To receive an update
     Bore Hole work has commenced, there is a site meeting tomorrow. Update to be provided via NP before the next meeting.

2. South Stoke Community Shop
   - Update and discuss and agree any actions
     New shop is going ahead, the container is being taken away shortly and the site will be made safe. The shop has decided not to trade whilst work is going ahead. This is due to costs and to allow Project Manager more time to manage the build.

Resolved: Noted . The PC is delighted that this project is progressing after the significant amount of hard work by the Shop Board. VS to check that the setting out of the location and datum lines have been done using the correct equipment and not the rough positioning that AS did.

3. Amenities Charity
   - To receive any updates on AC matters and agree actions
     Clerk to reach out to the AC to arrange a meeting regarding the future of the village hall.
     Resolved: Noted

4. Slipway
   - Update and agree actions
     In response to recent correspondence, JV, NP and AS have cleared some of the leaf litter. It was noted that this is a naturally occurring build up and the council has done its best to clear this. TH to obtain quotes for the remedial works of the slipway and present these back to the PC when available.
     Resolved: Noted

5. Graveyard extension
   - Update and discuss actions
     VS successfully established communication with the EA. The PCC is now in communication with the planning department and is preparing missing information. Three quotes are being obtained for a tree survey which is required following an objection from the forestry commission. The PCC may come back to the PC for help on funding for tree survey. The PCC has also requested if the borehole data can be shared and utilised for the burial ground extension. VS stated that the PCC were clear that if any additional monies were required for surveys, then they would seek prior approval of PC if they wanted a financial contribution from the PC.
     Resolved: Noted

6. Water Meadows
   - To receive any updates
     Email engagement has now been re-established, and a meeting has been offered by Savills. It is expected that this will be held in the next 2 weeks. The proposal from the last meeting has been put forward to them.
     Resolved: Noted

15. Parish Finance and Administration

- To receive and approve SSPC invoices for payment.

Date	Payee	Amount
27Apr2026	CLERKS WAGES	£784.05
27Apr2026	HMRC	£73.00
06-May-26	Mowing	£300.00
30-Apr-26	Service charge	£7.00
30-Apr-26	Internal Audit T GOSS	£137.50
TBC	Newsletter	£250.00

Resolved: Unanimously approved to pay the invoices

- To receive and approve income

01-May	Chickens	£20
08-May-26	Groing hardware advertising	£220
24/04/2026	VAT Reclaim	£6,031
06-May	Borehole SSG payment	£200

Resolved: Noted

- To review the Financial Risk Management.
  Resolved: Unanimously approved
- Annual governance statement 25/26 review
  Deferred to next meeting
- Year-end accounts & accounting statements 25/26
  Deferred to next meeting
- Budget and EMR review if time allows
  EMR to be reviewed in the next meeting. Clerk to issue a summary before the next meeting showing Cash in hand less commitments to give a figure to be held in reserves. Agreed that a value equal to 50% of precept to be held in operating reserves leaving a balance to be considered for allocation of earmarked reserves. Statement to also show how much of the reserves relate to CIL payments and the dates by which they should be spent. Noted that the outcome of this discussion at the next meeting may need to be subject to

wider consultation.

Resolved: Noted

16. Planning

To consider current planning applications and approve response to planning authority.

- None

  To Note Planning decisions
- None

17. Correspondence and Miscellaneous Matters

1. To receive items of correspondence and approve any required actions in response.
2. Silted/ collapsed -footpath update – No Update received
3. Memory plaques updates for

   D Kennedy

   VS spoke to Mrs Kennedy, wording is agreed. VS to obtain a quote, the size of the plaque is to be confirmed.

   R Small - PCC need to discuss this at their next meeting – to be added to the next meeting.

18. The Newsletter

To receive an update on newsletter and agree list of items from this agenda to be included in the next edition.

Vacancy on the PC

Clerk to send invoices for Warminghams to AS and NP

There are two outstanding invoices for payment and one invoice has been paid for new advertising clients.

19. Matters for confidential discussion.

20. Matters for future discussion.

School and how this can be better supported in the community. Invitation to be extended for a school representative to attend a future PC meeting.

Co-option
EMR
AGAR

21. To confirm date of the next meeting
8th June 2026

AS is away and sends apologies.

Meeting closed: 21:09

Sinead Archer
Clerk

12th May 2026