

Minutes of Pilton, Stoke Doyle & Wadenhoe Parish Council Annual General Meeting held at Wadenhoe Village Hall Monday 12th May 2025 at 6.30pm.

In attendance: Toby Baker (TB), Karey Draper (KD), John Gent (JG), Chris Groves (CG), Kevin Lee (KL), Karen Pollock (KP), Carew Treffgarne, (CT), Gill Williams (GW) and Jonathan Ward-Langman (JBW-L, Clerk).

1. **Councillors' Declarations of Office were received.** (*Clerk to circulate list of outstanding consent documents and confirmation of procedure for registering interests and election expenses.*)
2. **Election of Chair and Vice-Chairs for 2025-26 year:**
 - CT elected Chair (unanimous, proposed JG, seconded KL)
 - KP elected Vice-Chair (unanimous, proposed JG, seconded GW)
 - KP and CG to be nominated as authorisers for Unity Trust Bank Accounts.
3. **Declaration of Office of the Chair received**
4. **Apologies:** there were none.
5. **Minutes of the Parish Council meeting held on Monday March 10th, 2025:** approved (unanimous, proposed GW, seconded KP).
6. **Matters arising from minutes of the Parish Council meeting held on Monday March 10th, 2025, if not covered elsewhere in the agenda.**
 - **Minute 112 Pilton defibrillator.** Jon Jones (councillor last term) to update.
 - **Minute 119: Environment Policy:** GW to send revised document; *Clerk to update.*
 - **Minute 124:** Carolyn Corker (councillor last term) Request for permanent 20mph speed limit in Wadenhoe submitted; advisory speed signs to be put back in place.
 - **Minute 124:** Carolyn Corker working on a scoping document for the Neighbourhood Plan.
7. **Council vacancy to be advertised on website.**
8. **Approval of:**
 - a. **Renewal of NCALC annual membership**
 - b. **Renewal of NCALC annual internal audit service.**
 - c. **Appointment of NCALC as DPO for the next 12 months**All unanimous, (proposed CT, seconded KP)
9. **Insurance renewal for 2025/26 (Acres):** (approved, unanimous, proposed GW, seconded KP). *Clerk to update Assets list and seek quote for insurance.*
10. **To receive an update regarding defibrillators including potential second defibrillator for Wadenhoe.**

- **Pilton defibrillator.** Jon Jones (councillor last term) to update.
- **Wadenhoe:** GW reported that a second defibrillator for Wadenhoe might be funded through resident donation. She reported that the telephone kiosk was to be decommissioned; it had been suggested as a possible site for an EV charging point.

11. Planning/ Applications (see attached)

- NE/25/00314/FUL: Full Planning Permission.
and
- NE/25/00315/LBC: Listed Building Consent. **16 Main Street Wadenhoe Peterborough PE8 5SX** (*Extension to 16/05/2025 requested*). Unanimously agreed to support, (proposed CG, seconded TB). **Action Clerk.**
- NE/25/00393/FUL: Full Planning Permission. **34 Church Street Wadenhoe Peterborough PE8 5ST** (*Extension to 16/05/2025 requested*).
and
- NE/25/00394/LBC: Listed Building Consent. **34 Church Street Wadenhoe Peterborough PE8 5ST.** (*Extension to 16/05/2025 confirmed*). **N.B. JG declared an interest as Trustee of the Wadenhoe Trust, applicant.** Council supportive of refurbishment but concern raised about use of fossil fuel heating (oil); agreed to object, because of fuel source (proposed CT, seconded KD). **Action Clerk, JG to raise with Wadenhoe Trust.**
- NE/25/00427/TCA/: Tree Work in Conservation Area. T1; Scots Pine - remove. **9 The Green Wadenhoe Peterborough PE8 5SY** (*Extension to 16/05/2025 confirmed*). Unanimously agreed to support, (proposed CG, seconded TB). **Action Clerk.**
- NE/22/00151/FUL: Hybrid Planning Application: **Sand And Gravel Quarry Land Pts OP4834 7882 And 8518 TL0178 Huntingdon Road Thrapston.** (*Update on appeal process*). Parish council will not request Rule 6 status at appeal hearing, but will register as an interested party. *Unanimously agreed (proposed GW, seconded KL).*

JG left the meeting at 8.00p.m.

12. Finance

- Financial report at Annex A. Unanimously approved, (proposed KL, seconded TB).
- The following payments were approved: Unanimous, (proposed GW, seconded CG). **Action Clerk.**

NCALC membership renewal, Data Protection, internal audit fee	£398.13
ICO Registration (Fee TBC)	£52.00
Clerk's salary April 2025	£220.31

- The following payments made following last Parish Council meeting on the basis of previous authority and/or contractual obligations were noted Unanimous, (proposed CG, seconded TB):

John Essam payroll services (invoice 79992)	£105.30
PAYE P32 dated March 7th 2025	£165.20
Ady Pendred Signwriter (invoice 2360, new noticeboard Pilton)	£1320.00

13. Parish Council Finance Report 2024-25 and Audit documents: The following documents were approved for submission, unanimously, (proposed GW, seconded TB). *Action Clerk.*

- a. **Bank Reconciliation** to be presented and approved.
- b. **Annual Governance Statement** to be completed.
- c. **Annual Statement of Accounts** to be presented and approved.
- d. **Audit paperwork** to be approved and signed.
- e. **Transparency Compliance Checklist** to be approved.
- f. **Members' contact list and responsibilities for 2024** agreed:
 - Each member responsible for Planning, Highways & Asset management in their particular parish.
 - Staffing Working Group: CT, KP, JG
 - Nature Recovery Working Group: GW, KP, JG, KL
 - Working Group for Neighbourhood Plan to be agreed at July meeting

14. Dates for meetings for the council year

Agreed that meetings would be held on:

- July 14th, 2025
- September 8th, 2025
- November 10th, 2025
- January 12th, 2025
- March 9th, 2026
- May 11th, 2026 (Annual General meeting)

15. To agree the Police Liaison Representative for 2025-26: Stephen Hall to continue as PLR

16. Report only:

- Traffic calming at Pilton to be considered at next meeting; signs now straightened, kerbs being replaced; liaison with Sarah Barnwell ongoing re white entrance gates and other matters.

The meeting ended at 8.30p.m.

Jonathan Ward-Langman,
Parish Clerk

clerk@piltonstokedoylewadenhoe-pc.gov.uk

May 16th, 2025

Annex A

Pilton, Stoke Doyle and Wadenhoe Parish Council Accounts May 2025

The Council's accounts for 2025-26 are detailed below. A quarterly report will be produced for the Council's meeting in July 2025 showing actual and forecast payments versus budget.

Date	Account	Category	Description	Payments (net)	VAT	Payments (incl VAT)	Credits	Total
01/04/25	Current Account	Opening Balance						£6,714.07
01/04/25	Reserve Account	Opening Balance						£0.00
22/04/25	Current Account	Precept	NNC Finance				£6,250.00	
30/04/25	Current Account	Bank Charges	Bank Charges	£6.00	£0.00	£6.00		
	Main	Total				£6.00	£6,250.00	
	Reserve	Total						
			Main Account					£12,958.07
			Savings account					£0.00
			Balance					£12,958.07

