

# Draft Minutes of Pilton, Stoke Doyle & Wadenhoe Parish Council Annual General Meeting held at Wadenhoe Village Hall Monday 11<sup>th</sup> May 2026 at 7.00pm.

*Please note that all minutes are draft and are approved at the next meeting*

**In attendance:** Carew Treffgarne, (CT, Chair), John Gent (JG), Chris Grove (CG), Kevin Lee (KL), Karen Pollock (KP), Gill Williams (GW) and Councillor Wendy Brackenbury (NNC); Jonathan Ward-Langman (JBW-L, Clerk). **Declarations of Interest:** none.

## 1. Election of Chair and Vice-Chairs for 2026-27:

- JG nominated Carew Treffgarne as Chair, GW seconded, elected unanimously
- CG nominated Gill Williams as Chair, KL seconded, elected unanimously.

## 2. To receive the declaration of acceptance of office from the Chair: Carew Treffgarne declared her acceptance of the office of Chair of the Parish Council.

## 3. Apologies: Karey Draper (KD), Toby Baker (TB, received after the meeting, unavoidably delayed elsewhere).

## 4. Minutes of the Parish Council meeting held on Monday March 9<sup>th</sup>, 2026: agreed as a true record unanimously (proposed CG, seconded GW).

## 5. Matters arising from minutes of the Parish Council meeting held on Monday March 9<sup>th</sup>, 2026: noted that a resident had agreed to fund a further speed survey for Stoke Doyle in support of traffic calming measures; the results should be available within 2-3 months. (*See minute March 9<sup>th</sup>, 2026, 81, and Annual Parish Meeting 2026 minutes*).

## 6. To approve:

- a. **Renewal of NCALC annual membership:** agreed unanimously (proposed GW, seconded KP).
- b. **Renewal of NCALC annual internal audit service:** agreed unanimously (proposed KP, seconded KL).
- c. **Appointment of NCALC to provide Data Protection Officer service for the next 12 months:** agreed unanimously (proposed KP, seconded KL).
- d. **Members' responsibilities for 2026-27 to be agreed:** All councillors to lead on Highways, Planning, Financial and Village Asset issues relating to their own parishes. GW to lead on Environment & Biodiversity matters including the Nature Recovery Strategy.
- e. **To agree the Police Liaison Representative for 2026-27:** Stephen Hall (local resident) elected unanimously (proposed CG, seconded JG).

## 7. To discuss insurance renewal for 2026-27: Clerk reported. Agreed to renew statutory cover (Public Liability and Employee Liability) and seek quotes for cover for assets. Indemnity for assets to be reviewed when quotes are available. Agreed unanimously (proposed CG, seconded GW). *Action Clerk*

## 8. Parish Council Finance Report 2025-26 and Audit documents

- a. Final accounts for 2025-26: agreed unanimously (proposed GW, seconded KP).
- b. Internal Audit report: accepted unanimously (proposed KL, seconded KP).
- c. Annual Governance statement: approved unanimously (proposed KL, seconded KP).
- d. Statement of accounts: approved unanimously (proposed JG, seconded KL).
- e. Certificate of exemption: approved unanimously (proposed KL, seconded KP).
- f. Publication of above: approved unanimously (proposed KL, seconded KP).

## 9. Review of policies and Risk Assessment: Recommendations of the Clerk's report, below were accepted, subject to the following:

- Given the limited capacity of Pilton Stoke Doyle and Wadenhoe Parish Council and the absence of significant Parish Council facilities, it was agreed that a Parish Emergency Plan was unnecessary.
- The Council would not adopt a planning policy and will continue to manage this on a case-by-case basis, with due regard to Standing Orders.
- It was agreed that a grants policy for decision-making would not be needed given our limited involvement in grant allocations. The Parish Council will continue to abide by its Standing Orders and Finance Regulations and ensure that any grant awards are transparent and accountable.

Approved unanimously (proposed JG, seconded CG).

## 10. Planning/ Applications (*no new applications received*). Clerk to check position regarding Stoke Doyle Manor Farm Buildings Appeal (NE/24/00838) *Action Clerk*

## 11. Finance

- a. A full financial report for the first quarter of 2026-27 will be submitted at the Council's meeting in July.
- b. Agreed that the Council commissions Jon Essam and Co. Ltd to re-register it as an employer with the Pensions Regulator at a cost of £50 + VAT : approved unanimously (proposed CT, seconded JG).
- c. The following payments were approved unanimously (proposed GW, seconded KL).

<b>NCALC membership renewal, Data Protection, internal audit fee</b>	<b>£525.32</b>
<b>ICO Registration</b>	<b>£52.00</b>
<b>Clerk's salary April 2025</b>	<b>£227.32</b>
<b>Clerk's salary May 2025</b>	<b>£227.32</b>

## 12. Dates for meetings for the council year

The Council meets on the second Monday of every second month. All meetings to be held at Wadenhoe Village Hall except where stated:

- July 13<sup>th</sup>, 2026, N.B. TO BE HELD AT PILTON CHURCH

- **September 14<sup>th</sup>, 2026,**
- **November 9<sup>th</sup>, 2026,**
- **January 11<sup>th</sup>, 2027,**
- **March 8<sup>th</sup>, 2027.**
- **May 10<sup>th</sup>, 2027 (AGM and Annual Parish Meeting)**

### **13. Report only**

- Karey Draper has resigned from the Parish Council as she is relocating. Clerk to publish details of vacancy (and vacancy in Stoke Doyle) on PC website, requesting volunteers. Action Clerk.
- JG noted the excellent work done in cutting local verges in Stoke Doyle. by the contractor (E M Pells).

**The Meeting closed at 8.20p.m.**

Jonathan Ward-Langman,  
Parish Clerk  
[clerk@piltonstokedoylewadenhoe-pc.gov.uk](mailto:clerk@piltonstokedoylewadenhoe-pc.gov.uk)

May 15<sup>th</sup>, 2026

## **Report to Pilton Stoke Doyle and Wadenhoe Parish Council; Policy Review 2026**

The Parish Council is required to review its policies on a regular basis and to conduct an annual assessment of risk.

1. Review documents listed below and attached. A summary table listing documents reviewed and updated is appended below. **The Parish Council is asked to confirm its adoption of revised or new policies as indicated. The proposed policy documents are available here: [Pilton, Stoke Doyle and Wadenhoe Parish Council Annual General Meeting and Parish Assembly - Pilton, Stoke Doyle and Wadenhoe Parish Council](#)**
2. To determine whether a Parish Emergency Plan is necessary and take steps to produce if required. A Parish emergency Plan is essentially a list of key contacts for residents to be used in the event of emergencies (flooding, loss of utilities, infrastructure etc.) and Parish Council members who may have specific responsibilities (e.g. flood wardens, responsibility of Parish Council facilities). **Given the limited capacity of Pilton Stoke Doyle and Wadenhoe Parish Council and the absence of significant Parish Council facilities, it may be considered unnecessary.**
3. Review Asset/ Insurance register for accuracy. **The Chair of the Parish Council has reviewed the current Assets Register. For reasons outside the Parish Council's control, ownership of some community assets is unclear.**
4. Consider adoption of a planning policy for decision-making or agree to rely on Standing Orders. There have been occasions when the Parish Council's ability to respond to planning consultations has been limited by Planning Authority deadlines; the Parish Council is unable to comment unless it has determined its view at a formal meeting with notice and public access as defined in Standing Orders (i.e an OGM or EGM). It would be possible to formally adopt a policy regarding decisions about when an EGM is called, but it would be acceptable to continue to manage this on a case by case basis.
5. Consider adoption of a grants policy for decision-making. Many Parish councils adopt a policy for grant awards: these covers matters of due diligence in relation to organisations to which grants are made, acceptable purposes for grants, accounting for their use etc. It is not a mandatory requirement and, providing the Parish Council abides by its Standing Orders and Finance Regulations and ensure that grant awards are transparent and accountable, it may be considered unnecessary.
6. Confirm policies for adoption at AGM (May 11<sup>th</sup>, 2026); Clerk to publish on website.

<b>Policy</b>	<b>Priority Status</b>	<b>Current status</b>	<b>Notes and Actions</b>
Environment Policy	Optional	Adopted 2025-6	<b>Adopted 2025-6. Current</b>
Standing Orders	Best Practice	<b>To be adopted</b>	<b>Reviewed and compared with 2025 NALC version. Minor amendments due to changes in legislation and LGR.</b>
Financial Regulations	Statutory requirement	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Minute book	Statutory requirement	Maintained by Clerk	<b>Maintained by Clerk (website/minutes)</b>
Code of Conduct	Statutory requirement	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Planning register	Best Practice	Maintained by Clerk (website/minutes)	<b>Maintained by Clerk (website/minutes)</b>
Parish Emergency Plan	Best Practice	<b>PC Decision</b>	<b>NCALC recommends completion of template (see attached). PC to determine whether this is necessary and to complete if so.</b>
Cllr attendance register	Best Practice	Maintained by Clerk (minutes)	<b>Maintained by Clerk (minutes)</b>
Risk Assessment Policy	Best Practice	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Risk assessment register	Best Practice	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Asset register	Best Practice	<b>To be adopted</b>	<b>Reviewed by PC Chair April 2026</b>
Members' Registers of Interest	Statutory requirement	Maintained by NNC (website)	<b>Maintained by NNC (website)</b>
Declarations of Acceptance of Office	Statutory requirement	Maintained by Clerk	<b>Maintained by Clerk</b>
Members' Allowances Policy	Best Practice		<b>Not considered necessary. Any allowances to be agreed ad hoc and recorded in minutes</b>
Register of gifts and hospitality	Best Practice		<b>Not considered necessary. Covered in Code of Conduct. Any gifts and hospitality to be agreed ad hoc and recorded in minutes</b>
Co-option Procedure	Best Practice	<b>PC Decision</b>	<b>NCALC version not relevant to PSDW. Statutory requirements to be followed ad hoc in consultation with NNC Democratic Services.</b>

Planning Policy	Best Practice	<b>PC Decision</b>	<b>Consider adoption of policy for decision-making or follow standing orders.</b>
Terms of Reference for committees	None	To be adopted when committee is constituted	<b>To be managed <i>ad hoc</i>.</b>
Delegated authority in respect of officers and committees	None	To be adopted when committee is constituted	<b>To be managed <i>ad hoc</i>.</b>
Motions book	Best Practice	Maintained by Clerk (website/minutes)	<b>Maintained by Clerk (website/minutes)</b>
Contracts for the supply and receipt of services	Best Practice	Included in Financial Regulations ('procurement')	<b>To be managed <i>ad hoc</i>.</b>
Deeds of all land holdings	N/A	N/A	<b>To be managed <i>ad hoc</i>.</b>
Copies of all lease agreements	N/A	N/A	<b>To be managed <i>ad hoc</i>.</b>
Records Retention Policy	Best Practice	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Data protection/information security policy	Best Practice	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Data breach policy	Best Practice	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Communications Policy		<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Subject Access Request (SAR) disclosure log	Statutory	<b>To be adopted</b>	<b>Reviewed and updated April 2026</b>
Data breach log	Statutory	<b>To be adopted</b>	<b>Reviewed April 2026. Included in Data breach policy document</b>
Complaints procedure	Best Practice	<b>To be adopted</b>	<b>Drafted April 2026</b>
Transparency Code compliance	Best Practice	<b>To be adopted</b>	<b>Publish link to DCLG guidance on website: <a href="#">Local government transparency code 2015 - GOV.UK</a></b>
Grants Policy	Best Practice	<b>PC Decision</b>	<b>Consider adopting NCALC version. Requires review by Council.</b>
Job Description, Clerk	Statutory	Reviewed 2024	<b>Current version satisfactory</b>
IT Policy	Best Practice	<b>Included in revised Code of Conduct (also refer to Clerk's contract).</b>	<b>Included in revised Code of Conduct.</b>

H & S Policy	Statutory	<b>Included in revised Code of Conduct (also refer to Clerk's contract</b>	<b>Included in revised Code of Conduct.</b>
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