

Minutes of the 38th Annual Meeting of the Stainton & Thornton Parish Council held on Tuesday, 7 May 2024 at 7pm in the Memorial Hall, Stainton.

Present: Parish Councillors - A. Liddle, D. Coupe, A. Conroy, M. Russell, B. Neale, D. Lister, J. Holmes (Clerk to the Council).

Members of the public - 1

24/24. Election of a Chair of the Parish Council for 2024/2025. The Clerk, as Proper Officer, requested nominations for position of Chair. Alan Liddle was proposed by Cllr. Coupe and seconded by Cllr. Lister. There were no other nominations. Cllr. Alan Liddle accepted the position and was unanimously re-elected as Chair. He then read and signed the Declaration of Acceptance of Office.

25/24. Election of Vice Chair of the Council for 2023/2024. Nominations were invited for the position of Vice Chair. Cllr. David Coupe was proposed by Cllr. Russell and seconded by Cllr. Liddle. There were no other nominations. Cllr. David Coupe accepted the position and duly read and signed the Declaration of Acceptance of Office.

26/24. Apologies for absence – Cllr. A. Cooper

27/24. Adoption of Standing Orders. The NALC 2018 Model Standing Orders (Updated April 2022) were reviewed and adopted by the Council without alteration. Copies will be sent to all councillors. **Resolved:** *2018 Model Standing Orders adopted by the Parish Council.*

28/24. Adoption and review of the Model Financial Regulations for Local Councils. The Model Financial Regulations template (April 2024) was reviewed and adopted by the Parish Council as was the Parish Council Financial Risk Assessment document. **Resolved:** *2024 Financial Regulations for local councils adopted by the Parish Council.*

29/24. The Annual Report of the Chair of the Council for 2024/2025. The Annual Report was read out by the Chair and accepted by the Council. **Resolved:** *Annual Report to be displayed on village noticeboards and on Parish Council Website. Hard copies to be made available on request to the Clerk.*

30/24. The Financial Accounts of the Council for the financial year to 31 March 2024 and the Report of the Responsible Financial Officer (the Clerk). The Parish Council accounts for 2023/2024 and the Report of the Responsible Financial Officer were agreed and accepted and duly signed by the RFO.

31/24. Annual Governance and Accountability Return 2023/24. The Clerk as Responsible Financial Officer had completed the Annual Governance and Accountability Return 2023/24 in accordance with the Accounts and Audit Regulations 2015.

a). The Certificate of Exemption was completed and dated 7.5.24.

- b). The Annual Internal Audit Report 2023/24 was undertaken and signed by an independent internal auditor on 24.4.24.
- c). The Annual Governance Statement 2023/24 was approved by the Parish Council and signed by the Chairman and Clerk on 7.5.24.
- d). The Accounting Statements 2023/24 were approved by the Parish Council and signed by the Chairman and Responsible Financial Officer (Clerk) on 7.5.24.

Resolved: All relevant documents to be published on the Parish Council website and Middlesbrough Council website, Stainton and Thornton Parish Council webpage by 12.6.24.

32/24. Assets Register. The Assets Register had been updated by the Clerk. There had been 1 addition to the register in the year 2023/2024. Assets now total £17247.

33/24. To review the Committee arrangements of the Council and elect Committee Chairs. It was agreed that the existing committee arrangements would continue. Cllr. Russell was nominated as Chair of the Environment Committee (aka Green Finger Gang) with the Clerk continuing as Secretary. Cllr. Liddle would continue to Chair the Planning Committee and Cllr. Neale would Chair the Crime and Disorder Committee, both committees comprising of the full Parish Council. **Resolved:** Existing committee arrangements to continue.

34/24. To elect Members to the Environment Committee. Members and volunteers were invited to continue as at present. Cllrs. Russell, Coupe, and Liddle would attend meetings. Residents on the committee would be confirmed at its next meeting. New members and volunteers were very welcome.

35/24. To appoint, if necessary, members to Friends of Stainton & Thornton Green Spaces, confirmation of insurance cover for the group and payment of water charges for field alongside Kell Gate Green. Members attending meetings of FSTGS were Cllrs. Liddle and Conroy and Cllr. Coupe when available. Minutes of their meetings would be issued to all parish councillors who were all welcome to join the FSTGS group as were any interested residents. The Clerk confirmed that the Parish Council insurance also covered the FSTGS group and the Council also paid the water charges relating to the field alongside Kell Gate Green. Current non-councillor members of the FSTGS are B. Hogarth, B. Chapman, D. Sanders, D. Fewtrell, C. Dean, S. Antrobus, G. Edwards, C. McLean, E. Walker and D. Revett.

36/24. Membership review of Cleveland Local Council's Association. The Council's membership was reviewed and Cllr. Liddle proposed, seconded by Cllr. Coupe, continuation of membership. Cllr. Liddle would attend CLCA meetings. **Resolved:** Membership of CLCA to continue.

37/24. Review of Insurance Cover of the Council and payment authorisation of next annual premium due on 1 June 2023. Insurance cover was discussed. Brokers Gallagher recommended Hiscox Insurance Company to provide the appropriate cover at a renewal

premium this year is £737.06 **Resolved:** *Renewal of insurance cover by Hiscox Insurance Company authorised on LTA terms.*

38/24. Clerk’s report of any urgent correspondence and to authorise any urgent expenditure. – Baines Jewitt, Chartered Accountants who handle payroll/PAYE for the Clerk informed the Parish Council that the minimum wage from 1.4.24. increased to £11.44 per hour and currently the Clerk was paid a rate of £11.42 per hour. **Resolved:** *Clerk’s salary raised to £11.44 per hour with effect from 1.4.24.*

39/24. Planning Applications requiring a response before next meeting. - None

40/24. Review of the Budget of the Council for 2024/25. Finances were currently in a healthy state allowing for the Parish Council precept to remain the same per household as the previous year and using reserves, if necessary, to make up any shortfall in budget requirements.

41/24. New agenda items for future Parish Council meetings. – It was agreed that parking and speed problems would be returned to the agenda. Despite the installation of traffic calming measures and speed display units the problem with speeding vehicles and the indiscriminate parking problems still exists.

42/24. Other business requiring response before next meeting -

43/24. To confirm dates of future business meetings of the Parish Council for the year 2024/25

- Tuesday 11 June
- Tuesday 13 August
- Tuesday 8 October
- Tuesday 10 December
- Tuesday 11 February 2025

Meetings to commence at 7pm in the Memorial Hall.

The Chair formally closed the meeting at 8.30pm.

Agreed and signed as a true recordDate

Minutes taken by: J. Holmes, Clerk to the Council, 13 Strait Lane, Stainton, TS8 9BB. Email: clerk@staintonandthorntonparishcouncil.org.uk Tel: 01642 296060. 07980 572115.