

Stowe Nine Churches Parish Council

Minutes of the Annual Council meeting held on Monday 11th May 2025 at 8.00pm.

Present:- Cllrs S Henley, S Overton, S Callear, A Brodie, C Newitt and J Stanley

Parish Clerk- Mrs L Carter, 2 members of the public

2382 Election of Chairman

Cllr Sharon Henley was nominated and was elected to serve as Chairman for the next year.

2383 To Sign and Receive the Chairman's Declaration of Acceptance of Office.

Cllr Henley signed her Declaration which was then signed by the clerk and received by the Council.

2384 To Receive Apologies for Absence.

Cllr D Smith (WNC) sent his apologies.

2385. Election of Vice Chairman

Cllr Sue Overton was nominated and elected as Vice Chairman of the Council

2386 To Fill by Co-option Vacancies due to resignation

The vacancy had been advertised but no candidates had come forward for co-option.

2387 Declarations Of Interest

Councillors should disclose any interests in items to be discussed and are reminded that the disclosure of a pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business. – No Declarations were made.

2388 Update from Unitary Councillors

The Unitary Councillor had sent his apologies but agreed to meet the Chairman to discuss the planning matters that were still an issue.

2389 To Confirm the Adopted Code of Conduct.

The Confirmation of the Code of Conduct by the Council obliges all Councillors to abide by that Code and the principles that it sets out. The Code was ADOPTED.

2390 To adopt an IT Policy for the Council.

The policy relating to the use and/or provision of IT for staff and councillors was ADOPTED.

2391 To Approve and Adopt the GDPR policy and the compliance forms as provided by NCALC and to Approve the appointment of NCALC as the Council's Data Protection Officer.

Councillors APPROVED the continuation of the current GDPR arrangements

2392 To Review and Adopt the Standing Orders

The Standing Orders were APPROVED with no amendments.

2393 To Review and Adopt the Financial Regulations (Updated in 2024)

The Financial Regulations were APPROVED with no amendments.

2394 To Confirm the Banking Signatories, Administrator and Authorising of Payments.

Members APPROVED the current signatories:

The Parish Clerk, Cllr S Callear, Cllr S Overton, Cllr J Stanley

Two signatories were required to authorise payments or make changes to the account.

Stowe Nine Churches Parish Council

2395 To Review and Readopt the Parish Council's General Risk Assessment Financial Management Policy

Cllrs reviewed and ADOPTED the General Risk Assessment Financial Management Policy.

2396 To Review and Adopt the Asset Register

Cllrs reviewed and ADOPTED the Asset Register

2397 To Adopt the Council's Data Protection Policy

Cllrs ADOPTED the Data Protection Policy

2398 Approval of Minutes

Cllrs APPROVED and the Chairman signed the minutes of the Council meetings on 11th March 2025

2399 Matters for Discussion outstanding from previous meetings. - None

2400 Planning applications

2025/5001/FULL – Land to the rear of Bank House Main Street, Church Stowe – Erection of single dwelling. Decision pending

2026/1283/FULL - Erection of detached triple garage with ancillary accommodation and associated works. - The Dower House Main Street Church Stowe – No objections

2401 CIL Payments

The Council had received a CIL payment of £2,516.76 to benefit the community. After consultation, £2510.00 was spent on upgrading the toilet at the Old School Rooms. The redundant toilet was removed and that area will be converted for storage using the funding promised by the PCC.

Cllrs were happy with the work and NOTED the CIL benefit.

2402 Statement of accounts/accounts for payment.

i. Cllrs APPROVED payments to:-

Clerks Salary + Travel – end of June	£833.12
HMRC	£195.78
NCALC	£534.01
WNC – Green Bin	£69.00
Image IT (Newsletter)	£60.00

TOTAL £1691.91

ii. Cllrs NOTED the balance at Lloyds bank was £5.322.74 at 31st March 2026

iii. Cllrs NOTED that the first precept payment of £3750.00 was expected in April

2403 Audit 2024-2025

Internal Audit and Year End 2025-2026

1. Cllrs APPROVED the year-end report provided by the Clerk/RFO
2. Cllrs NOTED the Annual Internal Audit Report from the internal auditor appointed by NCALC for 2025- 2026.
3. Having considered the competence and independence of the auditor provided, Cllrs APPROVED the appointment of the NCALC appointee as Internal Auditor for 2026-27
4. Cllrs NOTED the payments over £100.00 as published on the website.

Members thanked the Clerk for stepping in and getting the Council to the point where accounts could be approved.

Stowe Nine Churches Parish Council

- 2404 Annual Governance and Accountability Return (AGAR)**
Councillors APPROVED FOR SIGNATURE the Certificate of Exemption (expenditure is below £25k) and confirmed the Parish Councils exemption from the Limited Assurance Review.
- 2405 Annual Governance and Accountability Return (AGAR)**
Councillors APPROVED FOR SIGNATURE Section 1 Annual Governance Statement
- 2406 Annual Governance and Accountability Return (AGAR)**
Councillors APPROVED FOR SIGNATURE Section 2 Annual Accounting Statement
- 2407 Highways and Footpaths**
The Chairman thanked the Footpath Warden for providing an excellent and detailed report. It was suggested that the report be shared via the village Facebook page.
- 2408 Community Defibrillators**
Cllrs APPROVED the purchase of two bleed kits and replacement batteries and pads. It was noted that this would exceed to the budget but that the extra cost should be met from General Reserves.
- 2409 Village Maintenance/Lengthsman**
No update available as the handyman had been in hospital and had since gone to help an injured friend.
- 2410 Village Newsletter**
The next village newsletter would be circulated at the end of June and would cover July, August and September.
- 2411 NCALC and Training for Councillors**
No training needs at the moment
- 2412 Matters for information and discussion**
Letter of Complaint to MP regarding Planning Enforcement and his response – Cllr Henley reported that a meeting with our Unitary Councillors had been arranged as the correspondence with the MP so far had been disappointing.
Correspondence from WNC Planning Enforcement regarding The Pound – this showed that the Team were only prepared to act if we provided detailed information regarding activities on the site, including dates and times, as they only work office hours.
- 2413 Future Meeting dates**
To approve meeting dates for the remainder of the Council Year in accordance with Standing Order 5(d)
Proposed Meeting dates for 2026 are: 14th September and 14th December 2026 and 15th March 2027.

Signed.....Chairman

14th September 2026