

STANTON PARISH COUNCIL

Councillors are hereby summoned and members of the public are invited to attend the Annual Meeting of the Parish Council to be held on **Monday 19th May 2025** in Stainton Institute at 7.30pm for the purposes detailed in the following

AGENDA

1. APOLOGIES

To receive apologies for absence and approve the reasons

2. ELECTION OF CHAIR 2025/26

Vice-Chair to chair the meeting until a new chair is appointed

Chair to sign Declaration of Acceptance of Office

3. ELECTION OF VICE-CHAIR 2025/26

Vice-Chair to sign Declaration of Acceptance of Office

4. MINUTES

To authorise the Chair to sign the minutes of the meeting held on 24th March 2025 as a true record

5. REQUESTS FOR DISPENSATION

The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest

6. DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda

(Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

7. PUBLIC PARTICIPATION

Members of the public have an opportunity to make statements, ask questions or raise any matters relating to the parish

8. REPORTS

a) To receive any relevant matters from Cumbria Police including the Neighbourhood Policing Team updates for March 2025 (emailed to Cllrs.21/4/25) and April 2025 (emailed to Cllrs.14/5/25)

b) To receive any relevant matters from the Westmorland and Furness Councillors

9. HIGHWAYS & FOOTPATHS

a) To receive an update re faults and problems reported including re the ford, becksides walls and Packhorse Bridge

b) To receive any Towpath / Canal update

10. TREES & WOODS

To receive any update

11. LITTER PICK

To discuss the litter pick on Saturday 5th April 2025

12. PLANNING

a) To note that the following planning applications have been **submitted** to W&FC and circulated to the members of the Council since the last meeting:

2025/0310/FPA Land at Kingsland, Shyreakes Lane, Crosscraze

Steel portal framed building for the storage of feedstuffs and hay/straw for agricultural and equestrian use on site

2025/0860/LDPR Croft House, Barrows Green

Lawful Development Certificate for the proposed use of a dwelling house (use class C3) as a care house for up to three young people (aged 4-11 years) and three members of staff, two staff members overnight (use class C2)

b) To note any planning applications received and circulated to members of the Council since publishing the agenda

c) To note that the following planning application has been notified as **approved** by W&FC since the last meeting:

2025/0123/FPA Steps End, Stainton

Renewal of existing deteriorating stables and erection of replacement combined stables and agricultural building for the storage of horses, farm animals and machinery with associated infrastructure

13. FINANCE

a) To note there has been the following receipts between meetings:

HMRC – VAT refund to 31st March 2025

£548.12

b) To note any receipts since publishing the agenda

c) To approve the schedule of payments for May 2025:

M R Richardson – Clerk's April & May Salary £735.65 less PAYE £147.00

plus expenses £70.60 (broadband/telephone/ use of home as office/photocopies/ postage); computer service contract £44.00 and motor expenses £21.60 (48 miles @ 45p)	£724.85
HMRC – PAYE re M R Richardson	£147.00
CALC – annual subscription 2025/26	£176.27
Jean Airey – internal audit	£93.00
Zurich Insurance - annual insurance to 31 st May 2026	£323.72
Stainton Institute – hire of hall	£20.00

- d) To approve any payments due since publishing the agenda
- e) To review the sums insured under the insurance policy
- f) To approve the Receipts and Payments Account for the year ended 31st March 2025
- g) To receive the Internal Audit Report for the year ended 31st March 2025
- h) To complete the Certificate of Exemption from a limited assurance review
- i) To approve and sign the Annual Governance Statement 2024/25 (Section 1 of the Annual Return)
- j) To approve and sign the Accounting Statements 2024/25 (Section 2 of the Annual Return)
- k) To confirm the dates of the period for the exercise of public rights
- l) To note the reconciled bank balance at 30th April 2025 and counter-sign the bank statement

14. POLICIES AND PROCEDURES

To note and confirm the existing Standing Orders, Financial Regulations, Complaints Procedure, Press / Media Policy, Code of Conduct and the procedure for handling requests under the Freedom of Information Act 2000

15. APPOINTMENT OF REPRESENTATIVES

District Association

16. CONSULTATION & FUNDING REQUESTS

None

17. MATTERS ARISING FROM PREVIOUS MEETING

None

18. CORRESPONDENCE

To note any other correspondence received and not included as an item on this agenda and decide upon any necessary action:

- i. W&FC – Travel Actively Cumbria – new website for walking, wheeling and cycling (emailed to Cllrs.31/3/25)
- ii. CALC News for January and February 2025 (emailed to Cllrs.21/4/25)
- iii. CALC – Waste Services and Engagement Framework event 24/4/25 (emailed to Cllrs.21/4/25)
- iv. CALC - Post Office / Directly Managed Branch update (emailed to Cllrs.21/4/25)
- v. CALC – Waste Services branch event slides (emailed to Cllrs.13/5/25)
- vi. CALC – Key points regarding second homes (emailed to Cllrs.13/5/25)
- vii. W&FC reveals its digital ambition for public services (emailed to Cllrs.13/5/25)
- viii. CALC – Training bulletin to July 2025 (emailed to Cllrs.13/5/25)
- ix. W&FC sets priorities for year ahead (emailed to Cllrs.13/5/25)
- x. W&FC – Have your say on the future of nature recovery across Cumbria (emailed to Cllrs.13/5/25)
- xi. W&FC – Final reminder re Local Plan Call for Sites (emailed to Cllrs.13/5/25)
- xii. CALC News for March and April 2025 (emailed to Cllrs.14/5/25)
- xiii. W&FC – Have your say on waste and recycling options (emailed to Cllrs.14/5/25)

19. COUNCILLORS' ISSUES TO BE RAISED - *No discussions must take place on these matters but will be placed on the next Agenda*

20. TO NOTE ANY ITEMS FOR INFORMATION – *no decisions or action permitted*

21. DATE OF NEXT MEETING

To confirm the next meeting of the Parish Council will be held on Monday 28th July 2025 in Stainton Institute at 7.30pm

Malcolm Richardson

Clerk to the Council

Old Barn Cottage, Borwick, Carnforth LA6 1JS

staintonpc@outlook.com

14th May 2025

