

Sancton Parish Council

**Minutes of the Annual Meeting of Council held on Monday 16th June 2025 at
7:00pm in Sancton Methodist Chapel, Rispin Hill, Sancton**

Present

Cllr D Cary (Chair), Cllr P Parvin, Cllr A Liley and Cllr M Wintersgill

Also Present

Miss H Bowater (Clerk)

Apologies

Cllr S Wightman

Ward Cllrs Hammond & West

160625/1 - Apologies

Apologies were received from Ward Cllr. Leo Hammond and Ward Cllr. Paul West who were attending other meetings.

Cllr S Wightman sent apologies

160625/2 – Consideration of Public Participation and Recording of Meeting

No members of the public present

160625/3 – Declarations of Interest & Dispensations

There were no declarations of interest and no dispensations granted.

160625/4 – Public Participation & Open Forum

The councillors felt that we have not had a visit from Ward Cllrs Hammond or West. It was

RESOLVED: that the Clerk will email the Ward Cllrs to ask them to attend a meeting in the near future for an update on various issues including the mayoral appointment and the bus route.

160625/5 - Minutes of Previous Meeting

- a) It was **RESOLVED:** that the minutes of the Ordinary Meeting of Sancton Parish Council held on 19th May 2025 were approved by Members and signed by the Chair.

Item 160625/14 be stricken as it is inaccurate.

160625/6 – Open Space Management

- a) Village field – NTR
- b) Cemeteries / closed Churchyard – It was **RESOLVED:** That the Clerk write to David Atkinson about a dead tree in the Catholic Cemetery it needs to be removed.
The Clerk has received a request for a memorial. It was **RESOLVED:** that the Clerk grant the request.
- c) Gravel pits – The Councillors have received a request to cut the back in front of Jacksons Terrace.

Signature _____ Date _____

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- d) Pond area – It was **RESOLVED** that the Clerk contact some drainage companies to ask for an inspection of the leaking pipe.
- e) Car park – More gravel is needed to fill in the centre of the car park.
- f) Play area – The inspection is overdue. The Clerk will contact Wicksteed to find out the date
- g) Other open space management issues – It was **RESOLVED** that the Clerk write to ERYC to ask when the grass areas of the village will be cut.
The village benches are in need of attention. They are sinking into the ground and need lifting and weed prevention.

160625/7 – Accounts

- h) The following payments were approved:

16/06/25	H Bowater (Clerk)	Phone top up	6.00
26/06/25	H Bowater (Clerk)	Salary 26/05/24 - 25/06/25	REDACTED
16/06/25	Cllr A Liley	VE Day 80 Commemoration event – reimbursement for food/drink/sundries/ cake	Carried over to next meeting due to missing receipts
16/06/25	Cllr Parvin	Plants	35.97
16/06/25	Rackhams Accountants	Internal Audit	384.00
16/06/25	H Bowater (Clerk)	VJ Day flag	19.99

- i) Online banking update – the Clerk reminded the Council that we still require one more signatory to set up the online banking.

160625/8 – Annual Governance and Accounting Review (AGAR) 2024/25

The Clerk has prepared the AGAR documents for review. The Parish Council is exempt from the full external audit as the income/expenditure for 2024/25 is below £25,000.

The Chair read the measures on the AGAR Section 1 the Councillors responded as appropriate.

The Certificate of Exemption was approved by the Parish Council.

The Public Inspection Period will begin on Tuesday 17th June until Monday 28th July.

160625/9 – Grants & Funding Opportunities

The Councillors discussed item 106025/6g the need to refurbish the benches in the village. Cllr Cary will obtain quotes for flagstones needed to raise the benches.

Cllr Liley will obtain a quote from a graphic designer to have the role of honour designed.

The Clerk will gain quotes for the new noticeboard.

160625/10 – Cemetery Noticeboard

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See item 160625/9

160625/16 – Correspondence

- a. Memorial request
- b. Funeral date request
- c. Speed limit imposition between MW and Sancton

160625/17 - Minor Items

It was **RESOLVED:** that the Clerk will order a flag for VJ Day.

160625/18 – Agenda for next and future meetings

- a. To arrange a date for a village walkabout

160625/19 - Next Meeting

It was confirmed that this would take place on **Monday 21st July 2025** commencing at 7.00pm.

The meeting closed at 20:10

Signature_____ Date_____