

## Stoke Albany Parish Council

Chair: Councillor David Benson; [cldr-david-benson@stoke-albany.uk](mailto:cldr-david-benson@stoke-albany.uk); 07754-059-907

Clerk: Mrs Justina Medwell; [parish-clerk@stoke-albany.uk](mailto:parish-clerk@stoke-albany.uk); 07813-696-387

### **MINUTES**

#### **Meeting Number 2605 – Annual Parish Council Meeting**

Held at 7.00 pm on Tuesday 5<sup>th</sup> May 2026 in Stoke Albany Village Hall

#### **01. To open the meeting, note attendance and determine the quorum.**

The Outgoing Chair opened the meeting at 1900h. There being at least 3 SAPC councillors present, the Chair declared the meeting to be quorate.

#### **02. In Attendance:**

Cllrs D Benson (Chair), H Perry, M Kelly and L Donnelly.

J Medwell – Clerk

1 member of the public

#### **03. Election Of Chair**

The position of Chair was open to all Councillors. Cllr Donnelly nominated Cllr Benson and was seconded by Cllr Perry. Cllr Benson **agreed** to become Chair and duly completed the Declaration of Acceptance of Office witnessed by the Clerk.

#### **04. Election of Vice Chair**

The position of Vice Chair was open to all Councillors. Cllr Benson nominated Cllr Donnelly and was seconded by Cllr Kelly. Cllr Donnelly **agreed** to become Vice Chair and duly completed the Declaration of Acceptance of Office witnessed by the Clerk.

#### **05. To receive apologies for absence**

NNC Cllr H Howes.

#### **06. To receive any declarations of interest in items on the agenda or any changes to the Register of Members' Interests**

There were none.

#### **07. To verify the minutes of the previous meeting**

Decision: It was **RESOLVED** that the minutes of the Parish Council Meeting of 3<sup>rd</sup> March 2026 be adopted as a true and accurate record. Proposed Cllr Kelly, Seconded Cllr Perry.

The Chair duly signed the minutes.

It was noted at this point that at the last meeting Cllr Perry had raised the leaning light on the Ashley Road Hill.

### **Reports**

#### **08. Reports of any new information from NNC Councillors**

There were no Ward Cllrs present.

#### **09. Reports of any new information from SAPC Clerk & Councillors**

a) The Chair provided a report of parish assets. He was disappointed to note that the benches are flaking despite being recently refurbished. Other areas requiring attention included weeds, cracked pavements and the bus shelter. It was suggested that the Council consider installing a laminated footpath map in the redundant bus shelter.

New Action 2605A: Cllr Benson will raise the flaking benches with contractor.

New Action 2605B: Cllr Kelly will cost up options for a laminated footpath map.

b) The Chair advised that he was passing responsibility for checking the defibrillator, including making a regular report on 'The Circuit', to local NNC First Responder Christian Harford.

c) The Council's attention was drawn to the uneven surface on the footpath off Middle Lane.

New Action 2605C: Cllr Donnelly will report to NNC.

## 10. Reports of any new information from the Climate and Nature Champion

There was no further information received.

### Representations

#### 11. To receive written representations from any members of the public submitted before the meeting.

There were no representations received.

### Projects

#### 12. To review progress on outdoor gym / play area (Section 106) project

It was noted that the internal processes have been completed by NNC with regards to the funding of the project and that a purchase order for the agreed equipment has been issued to the supplier. Installation is planned for late May/ early June.

### New Items

#### 13. To consider a donation to the Parochial Church Council towards the Flying Fortress Memorial

The Council **agreed** to donate £100 towards a permanent stone memorial which will be sited at the church.

Proposed Cllr Benson                      Seconded Cllr Donnelly      All in favour

#### 14. To consider replacement / refurb of village name signs on approach roads

At the village meeting, several village and traffic signs were identified as needing refurbishment. Councillors agreed to clean them and allocated the relevant signs between themselves.

New Action 2605D: All Councillors to clean road signs

#### 15. To review HGV signage on approach roads

HGVs were reported to be using Lower Road despite signage restricting vehicles over 7.5 tonnes. Residents who witness this were encouraged to photograph the vehicles so the evidence can be referred to the police.

#### 16. To consider house-calls to collect contact email addresses

The Council undertook to leaflet drop those households not on the distribution list, requesting that they contact the clerk if they wished to be added to the list.

New Action 2605E: All Councillors to distribute leaflets.

### End of Year Accounts

#### 17. Annual Governance and Accountability 2025/26– Approval of Exemption Certificate

The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31<sup>st</sup> March 2026 and therefore **agreed** to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Proposed Cllr Perry                              Seconded Cllr Benson

The Certificate of Exemption was then duly signed by the Chair and Responsible Financial Officer and will be returned to the External Auditor.

New Action 2605F: The Clerk will return Certificate of Exemption to the External Auditor.

#### 18. Approval of Annual Governance and Accounting Statements 2025/26

The Council considered and **approved** the Annual Governance Statement 2025/26.

Proposed Cllr Benson      Seconded Cllr Donnelly

This was duly signed by the Chair and Responsible Financial Officer

The Clerk had prepared the 2025/26 Financial Accounts in accordance with the Accounts and Audit Regulations 2015 and circulated prior to the meeting.

The Council considered and **approved** the Annual Accounting Statement 2025/26

Proposed Cllr Benson      Seconded Cllr Kelly

This was duly signed by the Chair and Responsible Financial Officer.

#### 19. Internal Audit Report

The Council noted a successful internal audit with no issues raised.

**Meetings Management**

**20. To consider the date of the next meeting**

7<sup>th</sup> July 2026

**21. To review matters arising from previous meetings.**

**a) Wilbarston Solar Farm Update**

The current status of the Wilbarston Solar Farm project was noted. The process is currently awaiting Innova to submit a planning application to North Northamptonshire Council. Once this application has been submitted, Stoke Albany Parish Council will be able to provide a formal response regarding the proposal.

**b) Pothole Champion**

A request for a 'Pothole Champion' had been circulated. As no volunteers had come forward, Cllr Donnelly undertook to continue to photograph and report potholes to NNC.

**22. To consider priorities for the next meeting cycle.**

To consider a 'Village Tidy Up" and to source an 'odd job' person.

**Banking**

**23. To review and verify the bank statement.**

The Bank Reconciliation was unanimously approved and duly signed by the Chair.

**24. To review and verify the statement of accounts.**

Current Account (Total Reserves) £16,046.62

The statement of accounts was verified as accurate and signed by the Chair.

**25. To consider approval of any payment vouchers.**

Decision: It was **RESOLVED** that the following payments be made:

Total Amount	VAT Element	Payee	Reason for Payment	Legal Authority
£346.86		Zurich	Insurance	LGA 1972 s.111
£320.37		NCALC	Membership Fee	LGA 1972 s.143
£90.00		I Arnott	Internal Audit Fee	LGA 1972 s.111
£216.00	£36.00	Birch Sports	Mowing	OSA 1906 s.15
£33.99	£5.67	Amazon	Office Supplies	LGA 1972 s.111
£1,183.86	£197.31	A J Mills	War Memorial Refurb	War Memorials (Local Authorities' Powers) Act 1923 s.1

**26. Meeting closed**

The Chair declared the meeting closed at 1957h.

Signed ..... Dated.....