

Stonesfield Parish Council

**Councillors are hereby summoned to attend the Full Parish Council meeting
on the 4th June 2025 at 7.00 pm to be held at
Stonesfield Primary School Hall.**

Recording of meetings: The law allows the public proceedings of Council meetings to be recorded, which include filming as well as audio-recording. The Clerk audio-records the meeting for accurate minute-taking. Photography is also permitted as is live or subsequent broadcast. Live commentary is not permitted. As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know prior to the date of the meeting.

Papers for the meeting can be viewed here by clicking on the link → [Papers & Folders](#)



Miss Kay Linnington
Parish Clerk

29th May 2025

AGENDA

1. **Apologies of absence:** To receive and accept apologies for absence.
2. **Public Participation:** Members of the public may make representations, answer questions and give evidence at a meeting in respect of the **business on the agenda**. The time designated in accordance with standing order 3 (e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting. A member shall not speak for more than 3 minutes.
3. **Declarations of interest:** To receive and note. Members are asked to declare any personal interest and the nature of that interest that they may have in any of the items under consideration at this meeting.
4. **Approval of draft minutes** from the full Parish Council Meeting on 7th May 2025.
5. **To note the Actions Register and Updates from the last meeting (Paper 1)**
6. **Planning applications:**
 - 1) **APPLICATION NO: 25/01150/LBC**
LOCATION: Stonesfield Manor Combe Road Stonesfield
PROPOSAL: Internal and external alterations to include the conversion of outbuilding to family snug with single storey link extension to dwelling, along with remedial works to existing chimneys, windows, doors and rainwater items and the repointing of exterior walls. Internal works to include changes to floor layouts and installation of underfloor heating in some areas along with complete renewal of electrical and mechanical systems.

Parish Council Comments:

2) APPLICATION NO: 25/01149/HHD

LOCATION: Stonesfield Manor Combe Road Stonesfield

PROPOSAL: Alterations to include the conversion of outbuilding to family snug with single storey link extension to dwelling, along with remedial works to existing chimneys, windows, doors and rainwater items and the repointing of exterior walls.

Parish Council Comments:

7. **To receive reports from County and District Councillors.**

8. **To receive reports from Parish Councillors.**

9. **To receive reports from Stonesfield PC Working Groups.**

Neighbourhood Plan Steering Group:

a) To receive any updates and to review and approve any recommendations formally submitted by the NP Steering Group:

I) Next steps (timings/actions) for Regs 14 and 15: Verbal update

II) Statutory Consultees' Responses: Verbal update

b) To note any additional matters raised for future agenda consideration.

10. **Finance:**

a) To approve ratification of payments. **(Paper 2)**

b) To review and approve the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2025, including the Annual Governance Statement and Accounting Statements, for submission to the external auditor. **(Paper 3)**

c) To approve the addition of the following councillors as signatories to the Unity Trust Bank mandate – in order to ensure continuity in authorising Council payments and staff salaries, particularly during periods of absence or holiday:

1. Cllr Claire Renshaw

2. Cllr Jess Huband

3. Cllr Laura Bate

4. Cllr Philippa Lowe

5. Cllr Simon Warr

It is noted that Cllrs David Brown, Simon Powell and Ursula Rice are already authorised signatories.

11. **To formally adopt the HR Committee and review and approve the Terms of Reference for the following Parish Council Working Groups: (Folder 1)**

1. Neighbourhood Plan

2. SAFER

3. Communications

4. The Glebe

5. The Common

12. **To review and approve the following governance documents:**

1. Existing and new Council Policies **(Folder 2)**

I) Code of Conduct 2024

II) IT Policy (New)

2. Biodiversity Policy/Plan: To discuss the Biodiversity Plan circulated to all councillors and agree the next steps.
3. Financial Regulations: Updated in line with the New Practitioners Guide 2025. **(Paper 4)**
4. Standing Orders. It is noted that the SO's were reviewed in October 2024. **(Paper 5)**

13. **General Plan of Community Engagement** – Update from Cllr U Rice

14. **Correspondence received to note: (Paper 6)**

15. **Deferred items from previous meetings:**

16. **Items to be considered for the next agenda:**

17. **Next Meeting:** The date of the next full Parish Council meeting is 2nd July 2025 at 7.00 pm.