

STONESFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Stonesfield Primary School on Wednesday 7th May 2025 at 7.00pm

Attendees: Cllrs Ursula Rice (Chair), Claire Renshaw (Vice Chair), Laura Bate, Jessica Huband, Philippa Lowe, Simon Powell and Simon Warr.

Other present: The Clerk, WODC Cllrs Genny Early and Tim Sumner. 6 members of the public.

Note: The order of business was changed at the start of the meeting in accordance with standing orders, with the Chair confirming that the election of the Chair and Vice Chair would be taken as the first item.

25/879 Election of Chair:

- a) To elect the Chair of the Parish Council for the 2025/26 Council Year
- b) Newly elected Chair to sign the Declaration of Acceptance of Office before taking the Chair

Cllr U Rice was duly elected as the Chair and signed the Declaration of Acceptance of Office for the 2025/26 Council Year.

Proposer: Cllr C Renshaw

Seconded: Cllr L Bate

All in favour

25/880 Election of Vice Chair:

- a) To elect the Vice Chair of the Parish Council for the 2025/26 Council Year

Cllr C Renshaw was duly elected as the Vice Chair for the 2025/26 Council Year.

Proposer: Cllr U Rice

Seconded: Cllr P Lowe

All in favour

25/881 To receive and accept apologies for absence: Apologies had been received from Cllr D Brown.

25/882 Public Participation: There was none.

25/883 Declarations of interest: There was none.

25/884 To approve the minutes of the meeting 2nd April 2025:

It was RESOLVED to approve and sign the minutes as a true record.

Proposer: Cllr U Rice

Seconded: Cllr C Renshaw

All in favour

25/885 Actions Register: The register was reviewed and updates noted.

- **Mirror – Laughton Hill:** The letter to the neighbouring resident updating them on work to be conducted and when will be sent once the Clerk has been successful in finding a contractor to install the mirror.
- **Community Orchard:** The Clerk to find out more information on the finer details of the Community Orchard before a meeting is set up.
- **Neighbourhood Plan - Community Engagement:** The Chair reported on a recent informal conversation with a representative of the Stonesfield Community Trust. The Trust expressed a desire for closer collaboration with the Parish Council and other key village organisations, highlighting concerns around retaining young families and supporting long-term community sustainability. Ideas discussed included affordable housing initiatives and improved coordination between groups. The Chair will continue to explore opportunities for joint working.
- **Bins:** Cllr J Huband asked why the bins were not on the May Action Reg update. The Clerk stated that they are action updates from the last meeting, the bin issue is an outstanding problem and if further action is needed, the Clerk will add it to an agenda. The Clerk to send an update via email.

25/886 Planning applications:

1. APPLICATION NO: 25/01013/HHD

Location: Windrush Cottage, Laughton Hill, Stonesfield

Proposal: Works to replace existing conservatory roof and wall frames

Comments: No objection

25/887 To receive reports from County and District Councillors:

- 1. OCC Cllr Andy Graham** gave a report: Cllr A Graham was not in attendance.
- 2. WODC Cllr Genny Early** gave a report:

A new Youth Development Worker has been appointed.

Their focus is on:

- Engaging young people aged 12–18, particularly those not already involved in organised activities.
- Providing alternative opportunities to help reduce risks such as exposure to drugs or antisocial behaviour.
- Exploring informal activities and safe spaces where young people can gather (e.g., using local venues like the pub in suitable ways).
- Encouraging community involvement and potentially recruiting local mentors or role models—including young adults in their early 20s—to support youth initiatives.

3. WODC Cllr Tim Sumner:

A report to be provided at the Annual Parish Meeting immediately following the meeting.

25/888 To consider and receive reports from Parish Councillors:

There were none.

25/889 To receive reports from Stonesfield PC working groups:

1. Neighbourhood Plan Steering Group:

There were none.

25/890 Quotation for Microsoft Office 365:

The Council's existing cloud workspace arrangement was scheduled to end on 24th April with Microshade, requiring a notice period of three months. With this in mind, the Clerk obtained a quotation from Microshade for the provision and management of Microsoft Office 365 services, as follows:

- a) To consider and approve the one-off setup cost from Microshade totalling £600 + VAT, including:
 - I) Data architecture and scoping (no additional cost)
 - II) Setup of Office 365 domain, accounts, Teams, and SharePoint (£150)
 - III) Transfer and migration of mailboxes (£150)
 - IV) Migration of data to OneDrive (£300)
- b) To consider and approve the annual commitment with a total monthly subscription cost of £157.60 + VAT, covering:
 - I) Microsoft 365 Business Basic for 8 Councillors (£29.60 monthly)
 - II) Microsoft 365 Business Standard with Teams for Clerk/RFO (£19.20 monthly)
 - III) Advanced Spam, Virus, & Impersonation filtering (£27 monthly)
 - IV) ESET PROTECT Complete Managed Endpoint Protection (£7.80 monthly)
 - V) Managed and monitored Microsoft 365 Data Backup (£30 monthly)
 - VI) Support service from 9am to 5pm, Monday to Friday excluding bank holidays (£44 monthly)

Note: An alternative reduced-cost option for Councillors using Microsoft Exchange Online (£24.80 monthly total) is also available for consideration.

The Parish Council RESOLVED to approve the quotation from Microshade for the provision and management of Microsoft Office 365 services. It was noted that the Parish Council would need to adopt an IT policy if one were not currently in place.

Proposer: Cllr U Rice

Seconded: Cllr C Renshaw

All in favour

25/891 Biodiversity Policy/Plan:

To discuss the Biodiversity Policy/Plan circulated to all Councillors and agree the next steps. This item was deferred.

25/892 Finance: To approve ratification of payments and note other finance matters.

- i. Ratification of Payments – all are paid via bank transfer
- ii. Internal Audit – To note that the appointment of an external internal auditor for the 2024/25 internal audit process was in place.
- iii. Unity Bank Mandate – To note that the RFO is in the process of adding the Clerk to the bank mandate to be able to view and set up payments.

The Parish Council RESOLVED to approve the payments and noted items ii and iii.

Proposer: Cllr U Rice

Seconded: Cllr C Renshaw

All in favour

25/893 Correspondence received to note:

Footpath to Ruddywell – An email was received to say that a small group from the village recently cleared the footpath. They would like to tidy the area where the footpath continues through the woods for use as a community resource. This area is the original source of Stonesfield water and is within the Parish Boundary. A note about the installation of a village water works indicate that the parish council funded the works by public subscription and the Duke of Marlborough

provided financial assistance as well as providing the bricks and gravel. What remains of the water works include some concrete and brick water holding tanks which are now a hazard. The brick work is falling over and the covers removed. There is a drop into the tank and any dog or person falling in would be unable to get out. The area needs to be made safe before any further work is done around the footpath.

The Parish Council discussed and agreed to ascertain (through the NP process) who owns the land as they would be responsible. The Clerk to report back to the resident via email.

25/894 Deferred items from previous meetings:

1. ACV Shop
2. Biodiversity Policy

25/895 Items to be considered for the next agenda: Due to the meeting time constraints and current issues accessing council documentation, the remaining Annual Meeting of the Council business including review of policies, review of committee and working group terms of reference, will be brought to the June meeting.

1. Formal adoption of HR Committee and review of the Working Groups Terms of Reference
2. Review of Council policies
3. Review of Financial Regs
4. Review of Standing Orders
5. Neighbourhood Plan
6. General Plan of Community Engagement – Update from Cllr U Rice

25/896 Date of the next Full Council Meeting: The date of the next full Parish Council meeting is 4th June 2025 at 7.00 pm

Meeting closed at 7.35pm

Gross Amount (£)	VAT Value (£)	Payee	Details	Power
144.00		St James centre	NP 2 nd Exhib hall hire	LGA 1972 S112
220.00		Windrush Press	NP printing	LGA 1972 S137
168.00	28.00	Vision ICT	Annual E-mail hosting	
225.00	37.50	Richard Morris Reimburse	Print Ready NP printing reimbursement	
325.49		OALC	Annual Sub's – VAT element paid not the net	
586.47	97.75	OALC	Members Training	
150.00		C Carruthers	RFO May 2025	
<i>Confidential</i>		K Linnington	Clerks Salary	
60.00		K Linnington	Clerks Monthly Expenses	