

Stonesfield Parish Council

**Councillors are hereby summoned to attend the Full Parish Council meeting
on the 3rd September 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

28th August 2025

AGENDA

1. **Apologies for 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 2nd July 2025.
5. **To note the 'Action Register' with updates from the last meeting (Paper 1)**
6. **Planning applications:** To note planning comments submitted under delegated authority in August 2025. **(Paper 2)**
7. **To receive reports from County and District Councillors.**
8. **To receive reports from Stonesfield PC Working Groups.**
Neighbourhood Plan Steering Group: To receive and approve the minutes from the meeting on the 4th August 2025 and to review and approve any recommendations formally submitted by the NP Steering Group:

- a) **Revised Draft Plan & Residents' Feedback:** To agree the NPSG's proposed changes to the Neighbourhood Plan following resident and stakeholder responses to the Reg 14 consultation exercise, with any further changes the PC wishes to make.
- b) **Local Green Spaces:**
 - I. To agree the proposed revisions to the list of Local Green Spaces as recommended by the NPSG and discuss and agree a final position on the 2 sites where the NPSG was unable to make a recommendation.
 - II. Acknowledgement Letters to Landowners – To confirm that the PC will send acknowledgement letters to LGS landowners as drafted by the NPSG.
- c) **Consultation & Condition Statements:** To note the requirement for these statutory documents to be drafted in-house (deadline October PC meeting) and agree the approach.
- d) **Timeline:** To approve the target timeline for final approval of the revised draft (September) and submission to Reg 16 (end October).

9. **Finance:**

- a) **Payments:** To approve ratification of payments. **(Paper 3)**
- b) **Multipay Card:** To consider and approve applying for a Multipay Card through Unity Trust Bank in order to enable payments via PayPal in line with the Clerks delegated authority to spend on the Financial Regulations. **(Paper 4)**
- c) **Clerk's Salary:** To note that the Clerk's salary, NI and tax were paid in August when no meeting was held.

10. **External Audit:** To note any recommendations/comments **(Paper 5 & 6)**

- a) Section 3 External Auditors Report
- b) Covering letter to Clerk

11. **Staff:** To note all employees on a contract are contractually entitled to the new agreed pay scales following the NJC settlement of a 3.2% pay rise with effect from the 1 April 2025, backdated to 1 April 2025, without any need for a Council decision.

12. **Clerks Report:** To be noted **(Paper 7)**

13. **Items to be added to the next agenda:**

14. **Staffing:** To resolve in accordance with the **Public Bodies (Admission to Meetings) Act 1960**, that the press and public be excluded from the meeting for the following item owing to the confidential nature of the business to be transacted (staffing matters).

- a) To approve the minutes (along with the confidential supporting paper) of the HR Committee meeting held on 26th August 2025 with the following recommendations:
 - the end of the Clerk's probationary period and associated salary increment be approved; and
 - the formal combination of Clerk and RFO roles be confirmed following completion of the Neighbourhood Plan and the increase in hours will be discussed and approved.

15. **Next Meeting:** The date of the next full Parish Council meeting is **Wednesday 1st October 2025 at 7.00 pm.**