



**St Giles on the Heath with Northcott Hamlet  
Parish Council**

**“Working with you, For you”**

**MINUTES OF THE PARISH COUNCIL ANNUAL MEETING HELD ON  
27<sup>th</sup> May 2025 at 7.45pm**

**Parish Councillors Present:** Cllr Ruth Atkinson (Chairman) Cllr K Hamlyn, Cllr S Paulger, Cllr Bowyer, Cllr Dimmock, Cllr Fisher, Cllr Russell, Cllr Williams.

**In attendance:** Clerk Kayleigh Walker, District Cllr Hackett, members of the public: 6.

The Chairman commenced the meeting by acknowledging resignations from Cllrs Thorne, Nicholson and Trusler and thanked them for their valued time as members.

**1. ELECTIONS AND DECLARATION OF ACCEPTANCE TO OFFICE**

**1.1 ELECTION OF CHAIRMAN** – Cllr Paulger proposed Cllr Atkinson, seconded by Cllr Fisher. No other nominations. Cllrs Bowyer, Dimmock, Russell and Williams raised a hand in favour of the nomination. Cllr Atkinson accepted the role and signed a declaration of office.

**1.2 ELECTION OF VICE CHAIRMAN** – Cllr Atkinson proposed Cllr Curtis, seconded by Cllr Paulger. No other nominations were made. Cllrs unanimously supported the proposal. Cllr Curtis had confirmed ahead of the meeting that she would accept the role if proposed.

**1.3 ELECT MEMBERS OF THE PLANNING SUBCOMMITTEE** – It was unanimously agreed that there was no need for a subcommittee as all members were included.

**1.4 ELECT MEMBERS OF THE PLAYGROUND SUBCOMMITTEE** – It was unanimously agreed that there was no need for a subcommittee at this time.

**1.5 NOMINATE TWO REPRESENTATIVE MEMBERS TO SIT ON THE HALL COMMITTEE AS TRUSTEES**

Cllr Fisher proposed Cllr Paulger, seconded by Cllr Bowyer and supported by Cllrs Williams, Atkinson, Russell and Dimmock. Cllr Fisher proposed Cllr Curtis, seconded by Cllr Russell, supported by all Cllrs.

**2. PUBLIC SESSION**

**2.1** A member of the public raised concerns over the alley between Edwards Road and the road that the pub sits on stating that to get off of the path and onto the road there is a drop and you need to step onto private land or down a sudden slope which is not very accessible. Cllr Hamlyn advised that nobody owns the alley and it is therefore very difficult to do anything about it. Cllrs agreed to look at what options there are.

**3. RECEIVING APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST**

**3.1** Cllr Curtis, District Cllr S Gibson.

**3.2** None.

**4. MINUTES**

**4.1** Minutes of the meeting held April 8<sup>th</sup>, 2025, were previously circulated. The minutes were proposed by Cllr Fisher, seconded by Cllr Paulger and agreed as a true record of the meeting, the Chairman signed a copy.

**5. MATTERS ARISING**

**5.1** The Chairman confirmed that Staci Dorey had advised that £5000 has been ringfenced for the play area refurbishment from S106 money due from the Lower Sladesmoor development.

**5.2** The Clerk read the response from DCC regarding footpath signage and confirmed they would be undertaking a site visit. A member of the public thanked the Clerk for her FaceBook post about the footpaths.

Chairman Sign and date .....



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5.3 The Chairman reported that there were now enough members of the speedwatch to host sessions and confirmed that at the last session 147 vehicles were recorded with 17 speeding. The Chairman advised that two locations in Chapmans Well had been identified as suitable for sessions and subject to land owners permission would be up and running soon.

**6. COUNTY AND DISTRICT COUNCILLORS’ REPORTS**

6.1 Cllr Hackett confirmed a Police & Crime Commissioners meeting would take place on 25/07 where he would be raising concerns over the system including where the resources are used and bringing PCSO’s back into the community. He stated that he is happy to raise any issues brought to him by the parish.

6.2 No County Cllr report.

**7. ANNUAL ADOPTION OF COUNCIL POLICIES**

7.1 Cllr Russell proposed the policies be adopted en bloc, seconded by Cllr Bowyer, agreed by all.

**8. END OF YEAR ACCOUNTS**

8.1 The accounts were approved, proposed by Cllr Fisher, seconded by Cllr Paulger, agreed by all.

8.2 The Clerk and Chairman signed the AGAR/Certificate of Exemption for audit forms.

**9. ANNUAL REVIEWS**

9.1 Cllrs agreed to renew the insurance policy on a 3 year term if that meant the premium was fixed. The Clerk will clarify and proceed. Proposed by Cllr Fisher, seconded by Cllr Williams and agreed by all.

9.2 Cllrs agreed to look at the depreciation rates and review the asset register fully at a future meeting.

**10. REVIEWING CORRESPONDENCE RECEIVED SINCE LAST MEETING AND ONGOING MATTERS**

10.1 The Clerk advised the new email address [clerk@stgilesparishcouncil.org.uk](mailto:clerk@stgilesparishcouncil.org.uk) was having issues sending emails to gmail/yahoo accounts and she was waiting for the host to resolve this. Cllrs agreed to create two further email address which would be [chairman@stgilesparishcouncil.org.uk](mailto:chairman@stgilesparishcouncil.org.uk) and [vicechairman@stgilesparishcouncil.org.uk](mailto:vicechairman@stgilesparishcouncil.org.uk)

10.2 Cllrs discussed the latest quote for playground repairs and agreed to proceed with items 3, 4, 6, 7, 8, 9 and 10 and to try and clean up some of the equipment to allow a further inspection to take place. Proposed by Cllr Paulger, seconded by Cllr Fisher and supported by Cllrs Williams, Dimmock, Bowyer, Atkinson and Russell.

10.3 Cllrs discussed the letter received from the Parochial Church Council in regards to the grave yard being almost full and agreed further clarification was needed as to the extent of the parish council responsibility with the matter. The Clerk will investigate.

10.4 The Clerk shared two quotes for replacement bins and Cllrs agreed to purchase two new ones. The Chairman will ask Richard Haste if he has any supplier recommendations and if not the Clerk will proceed with the most cost effective option.

**11. PLANNING AND ENFORCEMENT**

11.1 1/0264/2025/FUL - part conversion and extension to existing outbuilding to form studio office space (Affecting a public right of way) - Little Meadow, St Giles on the Heath. Cllrs consulted with members of the public on the application and agreed to submit a comment of support subject to the application not affecting the right of access for the neighbouring farmer and the public right of way. Proposed by Cllr Russell, seconded by Cllr Hamlyn and agreed by all.

Chairman Sign and date .....



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**12. FINANCE**

12.1 Authorisation of expenses – Coronation Hall hall hire for May £18.00, stamps £3.60, grass cutting 02-25 £480.00, Gareth Pollard end of year accounts £96.00. Proposed by Cllr Paulger, seconded by Cllr Williams, agreed by all.

12.2 Current account as of 20<sup>th</sup> May 2025 - £11,513.64

12.3 Monthly budget sheet – previously circulated to Cllrs information only.

**13. ANY OTHER BUSINESS**

13.1 None.

**\*\*\*ENTER PART II\*\*\* (Closed to press and public)**

**14. EMPLOYMENT**

14.1 Cllrs reviewed the Clerks role and salary.

**\*\*\*EXIT PART II\*\*\***

**15. NEXT PARISH COUNCIL MEETING**

15.1 Tuesday 8<sup>th</sup> July at a new agreed time of 7.00pm.

15.2 Meeting closed approx. 9.05pm.

DRAFT