

Minutes of the 39th Annual Meeting of the Stainton & Thornton Parish Council held on Tuesday, 6 May 2025 at 7pm in the Memorial Hall, Stainton.

Present: Parish Councillors - A. Liddle, D. Coupe, A. Ward, M. Russell, D. Lister, A. Cooper, J. Holmes (Clerk to the Council).

24/25. Election of a Chair of the Parish Council for 2025/2026. The Clerk, as Proper Officer, requested nominations for position of Chair. Alan Liddle was proposed by Cllr. Cooper and seconded by Cllr. Lister. There were no other nominations. Cllr. Alan Liddle accepted the position and was unanimously re-elected as Chair. He then read and signed the Declaration of Acceptance of Office.

25/25 Election of Vice Chair of the Council for 2025/2026. Nominations were invited for the position of Vice Chair. Cllr. David Lister was proposed by Cllr. Cooper and seconded by Cllr. Liddle. There were no other nominations. Cllr. David Lister accepted the position and duly read and signed the Declaration of Acceptance of Office.

26/25. Apologies for absence – Cllr. B. Neale (unwell)

27/25. Adoption of Standing Orders. The NALC Model Standing Orders (Updated April 2025) were reviewed and adopted by the Council without alteration. Copies will be sent to all councillors.

Resolved: Model Standing Orders (Updated April 2025) reviewed and adopted by the Parish Council.

28/25. Adoption and review of the Model Financial Regulations for Local Councils. The Model Financial Regulations template (March 2025) was reviewed and adopted by the Parish Council as was the Parish Council Financial Management Risk Assessment document.

Resolved: 2024 Model Financial Regulations for local councils reviewed and adopted by the Parish Council along with the Parish Council Financial Management Risk Assessment.

28a/25. Banking arrangements – Unity Trust Bank

It was agreed that in addition to the Clerk to the Council the following councillors would be signatories on the Parish Council banking arrangements with Unity Trust Bank – Cllr, A. Liddle, Cllr. D. Coupe, Cllr. M. Russell and Cllr. A. Ward. Any payment transaction requires 2 signatories.

29/25. The Annual Report of the Chair of the Council for 2024/2025. The Annual Report was read out by the Chair and accepted by the Council. ***Resolved:*** Annual Report to be displayed on village noticeboards and on Parish Council Website. Hard copies to be made available on request to the Clerk.

30/25. The Financial Accounts of the Council for the financial year to 31 March 2025 and the Report of the Responsible Financial Officer (the Clerk). The Parish Council accounts for 2022/2025 and the Report of the Responsible Financial Officer were agreed and accepted and duly signed by the RFO.

31/25. Annual Governance and Accountability Return 2024/25. The Clerk as Responsible Financial Officer had completed the Annual Governance and Accountability Return 2024/25 in accordance with the Accounts and Audit Regulations 2015.

- a). The Certificate of Exemption was completed and dated 6.5.25.
- b). The Annual Internal Audit Report 2024/25 was undertaken and signed by an independent internal auditor on 29.4.25.
- c). The Annual Governance Statement 2024/25 was approved by the Parish Council and signed by the Chairman and Clerk on 6.5.25.
- d). The Accounting Statements 2024/25 were approved by the Parish Council and signed by the Chairman and Responsible Financial Officer (Clerk) on 6.5.25.

Resolved: *All relevant documents to be published on the Parish Council website and Middlesbrough Council website, Stainton and Thornton Parish Council webpage by 18.6.25.*

32/25. Assets Register. The Assets Register had been updated by the Clerk. There had been 1 addition to the register in the year 2024/2025. Assets now total £17527.

33/25. To review the Committee arrangements of the Council and elect Committee Chairs. The following Committees and Chairs were agreed:

Planning: Chair – Cllr. Liddle, Vice Chair: Cllr. Lister

Environment: Chair – Cllr. Russell

Crime and Disorder: – Cllr. Neale.

All parish councillors were members of all committees.

Resolved: *Committee arrangements as described.*

34/25. To elect Members to the Environment Committee. Members and volunteers were invited to continue as at present. Cllrs. Russell, Cooper and Liddle would attend meetings. Residents on the committee would be confirmed at its next meeting. New members and volunteers were very welcome.

35/25. To appoint, if necessary, members to Friends of Stainton & Thornton Green Spaces, confirmation of insurance cover for the group and payment of water charges for field alongside Kell Gate Green. Members attending meetings of FSTGS were Cllrs. Liddle and Cllr. Coupe when available. Minutes of their meetings would be issued to all parish councillors who were all welcome to join the FSTGS group as were any interested residents. The Clerk confirmed that the Parish Council insurance also covered the FSTGS group and the Council also paid the water charges relating to the field alongside Kell Gate Green. Current non-councillor members of the FSTGS are B. Hogarth, B. Chapman, D. Sanders, D. Fewtrell, C. Dean, S. Antrobus, G. Edwards, C. McLean, A. Bulpitt.

36/25. Membership review of Cleveland Local Council's Association. The Council's membership was reviewed and Cllr. Liddle proposed, seconded by Cllr. Coupe, continuation of membership. Cllr. Liddle would attend CLCA meetings. **Resolved:** *Membership of CLCA to continue.*

37/25. Review of Insurance Cover of the Council and payment authorisation of next annual premium due on 1 June 2025. Insurance cover was discussed. Brokers Gallagher recommended Hiscox Insurance Company to provide the appropriate cover at a renewal premium this year is £739.94

Resolved: *Renewal of insurance cover by Hiscox Insurance Company authorised.*

38/25. Clerk's report of any urgent correspondence and to authorise any urgent expenditure. – None

39/25 Planning Applications requiring a response before next meeting. – None

40/25. Review of the Budget of the Council for 2025/26. Finances were currently in a healthy state allowing for the Parish Council precept to remain the same per household as the previous year and using reserves, if necessary, to make up any shortfall in budget requirements.

41/25. New agenda items for future Parish Council meetings. – Owing to the number of unresolved matters it was agreed that Discussion and Correspondence with Middlesbrough Council be added as an item of future Parish Council agendas.

42/26. Other business requiring response before next meeting - Nil

43/24. To confirm dates of future business meetings of the Parish Council for the year 2025/26

Tuesday 17 June 2025

Tuesday 19 August 2025

Tuesday 14 October 2025

Tuesday 9 December 2025

Tuesday 10 February 2026

Meetings to commence at 7pm in the Memorial Hall.

The Chair formally closed the meeting at 8.30pm.

Agreed and signed as a true recordDate

Minutes taken by: J. Holmes, Clerk to the Council, 13 Strait Lane, Stainton, TS8 9BB. Email: clerk@staintonandthorntonparishcouncil.org.uk Tel:01642 296060. 07980 572115.