



*Stowe by Chartley
Parish Council*

**Minutes of the Ordinary Meeting held at Stowe Village Hall on
Wednesday 10 December 2025 at Stowe by Chartley Village Hall**

Present: Cllrs Coote (Chair); Adler; Byrne; Rayson; Tilston

In attendance: Mrs S Buxton (Clerk); two members of the public

210/25 Apologies

Cllrs Finney and Rayson

Cllr Finney will be joining the meeting by zoom but will not be recorded as present or have any voting rights

211/25 Declaration of personal and prejudicial interest on any item on the agenda

The council requested more information to be provided to a future meeting

212/25 To receive applications for Dispensation under the Localism Act 2011
None

213/25 Chair to close the meeting for public session

Members of the public are invited to address the council on any issue over which it has a power

No issues were raised

Agreed that the public would be allowed to speak during the discussion on solar farms, later in the meeting

214/25 Chair to re-open the meeting

215/25 Minutes of Previous Meeting to be approved and signed

- **Minutes of the Parish Council meeting – 11 November 2025**

Proposed: Cllr Alder; Seconded: Cllr Byrne

Agreed that the minutes of the meeting held on 11 November 2025, be signed as a true and correct record

216/25 Matters arising from the minutes not on the agenda

- **Website** – the clerk reported that the agendas are now on the website and she will be working on the minutes next. She is liaising with the website provider to tidy up any remaining items
- **Ex clerk's memory stick** – Cllr Alder reported that there used to be two memory sticks, one held by the chair and one by the clerk. She asked if we should have a back up of council data even though we use the cloud?
Agreed the clerk will seek advice from the SPCA on the best practice for backup of council data

Proposed: Cllr Coote; Seconded: Cllr Harnett

Agreed that the council take no further action regarding use of personal memory sticks by the previous clerk

- **Report on the TVCG meeting with SBC Planners – 19.11.25**

The meeting didn't take place. Only two councils were going to attend and as far as we know, no future meeting has been scheduled

217/25 Finance

- **On line banking update, Purchasing card and Bank charges**

The council can apply for a purchasing card for use by the clerk so that she does not have to use her personal card details for council payments. The card with Unity Trust Bank would be provided by Lloyds bank. There is an initial charge of £50, then a monthly charge of £3

Proposed: Cllr Alder; Seconded: Cllr Byrne

Agreed that an application be made for a purchasing card for the clerk
The clerk reported that both the Council Current account and the Solar Fund Raising account attract a monthly charge of £6 and this will increase to £7 per month in February 2026.

Councillors were also in receipt of full details of other charges made by the bank.

- **Internal Audit appointment – confirm the appointment**

The council's appointment of Kim Squires as Internal Auditor had not been minuted earlier in the year

Proposed: Cllr Coote; Seconded: Cllr Byrne

Agreed that Kim Squires be appointed Internal Audit for the current financial year

- **Internal Audit visit**

The clerk had met the auditor on 25 November 2025 and the visit had raised a number of points as detailed below, and a letter will follow

Risk assessment needs revising to take account of online banking, even though has been done within the last year. The statutory requirement is for it to be reviewed and adopted annually

VAT return – to be done, either annually, or when there is £100 of VAT to reclaim

Precept – good to see that the precept has been broken down into the different elements – precept, government grant and concurrent allowance

Website – this was deactivated at the time of the visit and during the visit it was established that this was due to the renewal for the hosting not being paid. It couldn't be resolved at the meeting, but this has been done since.

Bank reconciliation – there is a £6 discrepancy from the last meeting

Online payments authorised by councillors – the auditor recommends the clerk has laptop at each meeting and two councillors log on after the meeting to approve the payments and sign the invoices at the same time

- **Budget Monitoring Report and Bank Reconciliation 30/11/25**

2026-27 Budget - the council considered the updated budget proposal prepared by the clerk. The band D calculations were not available as the clerk had not had a reply from SBC

In 2027, parish councils will be the only authority having an election so will be required to meet full cost. This out of sync arrangement with other tiers of government will continue and parish councils will continue to have to meet the full cost of elections as the unitary authority elections will fall the year after. Colwich PC are pushing for a one year delay in the pc elections to avoid this situation

Agreed the clerk will speak to Colwich PC and the SPCA regarding ways that the council can request consideration be given to delaying the next parish council elections by a year

Budget Monitoring and Bank Reconciliation

Proposed: Cllr Alder; Seconded: Cllr Byrne

Agreed that the budget monitoring and bank reconciliation report presented by the clerk to the end of November 2026 be accepted

It was noted that the £6 discrepancy from last month had been resolved

- **LGPS Valuation and contribution rates** – the valuation has completed and employers contribution rate for next four years notified

Year to March 2026 – 22.6%

Year to March 2027 – 19.6%

Year to March 2028 – 19.6%

Year to March 2029 – 19.6%

- **Budget 2026/27 and Band D Precept**

The council considered the updated budget proposal prepared by the clerk. The band D calculations were not available as the clerk had not had a reply from SBC.

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- **Authorisation of payments**

Proposed: Cllr Harnett; Seconded: Cllr Byrne

Agreed that the following payments be approved and will be authorised online by Cllrs Finney and Harnett

10/12/25	S Buxton	Clerks travel	27.00
10/12/25	S Buxton	Exps – Website fee and ink	163.78
30/12/25	S Buxton/LGPS	Staffing costs	849.18

218/25 Chair and Vice Chair Reports

The Chair reported the death of former Cllr Lyons

219/25 Solar Farms

- **Notes of the Working Party Meeting held on 26 November 2025** – the notes of this meeting were accepted
- **Meeting with Borough Council**

Cllr Coote reported on the meeting scheduled for tomorrow with SBC with evidence of the issues that are to be raised with regards to the errors that have been made and which have been admitted SBC themselves

The chair would like to hold a feedback meeting to the working party by zoom at 9pm on Thursday evening

Other issues discussed re: solar included new planning officer's admission that errors had been made by SBC and the limited capacity of the parish roads

- **Go Fund me Page**

Cllr Harnett reported that in addition to funds in the account, she has approximately £4 cash

Proposed: Cllr Harnett; Seconded: Cllr Alder

Agreed that £165.00 be transferred from the solar account to the parish council to cover the cost of printing already met by the council

220/25 Village Amenities, Highways and Other Parish Issues

- **State of roads in parish, speed, weight issues**

There are a number of issues including:-

Missing road signs – the 30 mph signs on Bridge Lane near the thatched house and on Station Road near to the Old Vicarage had been damaged and subsequently removed by Highways and never replaced

Speed limits – these were originally introduced when development in the area and the number of vehicles were significantly less. The Hixon Industrial Estate and Airfield extension along with additional housing has resulted in significantly increase and great pressure on the roads

SIDS – the sites for the SIDS have been agreed with an SCC Officer

Agreed the clerk will try to obtain the details of the agreement and speak to Mac Groundworks re: cost of installation and obtaining the permits

221/25 BKV Competition

It is the 70th anniversary of the competition next year

Cllr Harnett attend the Awards Ceremony where only winners and runners up were announced. The emphasis of the competition has very much changed and includes the role of youth organisation and young people. In a village like Stowe, there are no young people and she has raised this with the organisers.

Going forward the competition needs more involvement from villagers and the gathering of evidence of what happens in the village is increasingly important. She would very much like the village to continue to enter as she believes the overall impact on the village has been positive

Proposed: Cllr Coote; Seconded; Cllr Harnett

Agreed that councillors were send ideas regarding the competition to Cllr Tilstone who would collate them for the next meeting

222/25 Planning

- **Applications Received** - none

223/25 Clerk's Report

- **Signing of document re: Lower Farm** – advice is still needed on the signing of this document
- **SPCA AGM – 24 November** – Cllr Alder and the Clerk had both attended and found the displays and short presentations very information. Cllr Alder reported that one of the speakers, Hannah the Planner had stressed how important Neighbourhood Plans still are
- **Training** – Cllrs were in receipt of the list of training opportunities.
- **Clerk's Practitioners' Conference** – the clerk requested permission to attend this two day conference, which is being held at St George's Park, so she would not be stopping overnight
Agreed to support the clerk's attendance at the Practitioners' Conference at the end of January
- **Correspondence** – Cllrs were in receipt of the list of correspondence received since the last meeting

224/25 Items for Future Meetings

- Finalise 2026/27 budget if not completed at this meeting
- Distribution of leaflets etc around the parish
- Review of policies to identify missing ones
- Parish council printer

225/25 Date of Next Meeting

Agreed that the next meeting be held on Wednesday 14 January 2026 at 7.00pm at Stowe by Chartley Village Hall

There being no other business the chair declared the meeting closed at 9.10pm