

STOKE CANON PARISH COUNCIL

**The Annual Parish Council meeting was held in The Bridge on
Thursday 7th May 2026 at 8.00 pm.**

Those present were Cllr K Scott-Clarke (Chair), Cllr Maunder (Vice Chair), Cllr D Boustred, Cllr M Kemp, Cllr Fabian King (EDDC), 3 members of the public and the Clerk.

MINUTES

Meeting commenced at 20:00pm

24/26 Election of Chair

- Invite nominations and elect a Chair for the year.
- Receive the Declaration of Acceptance of Office by the Chair

Kate Scott-Clarke was nominated to continue in the role of Chair. - **PROPOSED:**
Cllr D Boustred **SECONDED:** Cllr J Maunder **RESOLVED**
Cllr Scott-Clarke signed the Acceptance of Office form

25/26 Election of Vice Chair

- Invite nominations and elect a Vice Chair for the year.
- Receive the Declaration of Acceptance of Office by the Vice Chair

Cllr Maunder informed the Council that he will be resigning after this meeting. Cllr M Kemp had put himself forward to take over the role of Vice Chair. **PROPOSED:**
Cllr K Scott-Clarke **SECONDED:** Cllr d Boustred. **RESOLVED.**
Cllr M Kemp signed the Acceptance of Office form.

26/26 Co-option of a new Councillor

Mr Kevin Wraight has put himself forward to become a Parish Councillor for Stoke Canon Parish Council. To approve Mr Wraight for co-option as a councillor.

PROPOSED: Cllr D Boustred **SECONDED:** Cllr K Scott-Clarke **RESOLVED.**

Mr Wraight signed the Acceptance of Office form. He handed the completed Register of Interests form to the Clerk who will send to EDDC and will publish on the website.

The Chair welcomed Mr Wraight to the Parish Council.

27/26 Apologies - To receive any apologies for absence.

None received

Signed:

Dated:

28/26 Declarations of Interest Under the Code of Conduct

Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

None were declared

29/26 Minutes of previous meetings (circulated)

To resolve to adopt the minutes of the Ordinary meeting of the Council on 5th March 2026 as a true record

PROPOSED: Cllr D Boustred **SECONDED:** Cllr K Scott-Clarke **RESOLVED.** The Chair signed the minutes as a true record.

30/26 Report from County Councillor

A report from Cllr H Gent was sent to Councillors today.

31/26 Report from District Councillor

The latest report from Fabian King has already been circulated to Councillors. Cllr King made all aware that Devon County Council are now advising that if there is fly tipping in a gateway it will now be down to the landowner to remove this at their cost.

32/26 Public Question Time

Up to 5 minutes **Public Question Time** for members of the public to bring forward any issues not on the agenda (where a matter is already on the agenda members of the public will be given an opportunity to speak when that item is considered, within the framework of the Council's standing orders). Where a decision is required, the issue will be placed on the following agenda.

None were raised

33/26 The Certificate of Exemption 2025/26

To resolve to approve the Certificate of Exemption and for the Chair to sign for onward transmission to the External Auditors.

PROPOSED: Cllr D Boustred **SECONDED:** Cllr K Scott-Clarke **RESOLVED**

34/26 The Annual Internal Audit Report 2025/26

The report from the auditor has been circulated to Councillors. The Auditor had no recommendations to make and was very happy with the accounts and the processes of the Council. To resolve to approve this report and publish.

PROPOSED: Cllr D Boustred **SECONDED:** Cllr K Scott-Clarke **RESOLVED**

Signed:

Dated:

35/26 Annual Governance Statement 2025/26

Circulated to councillors – to resolve to complete and approve this statement

PROPOSED: Cllr J Maunders **SECONDED:** Cllr M Kemp **RESOLVED**

The Chair signed the Statement which will be sent to the External Auditors and published on the website.

36/26 Annual Accounting Statement 2025/26

Circulated to councillors – to resolve to agree and sign this statement

PROPOSED: Cllr J Maunders **SECONDED:** Cllr M Kemp **RESOLVED**

The Chair signed the Statement which will be sent to the External Auditors and published on the website.

37/26 End of Year Bank Reconciliation and Explanation of Variances 2025/26

Reconciled accounts and details of variances have already been circulated to Councillors. The Clerk explained most significant variances in the accounts:

- Less income as no bank compensation and smaller VAT refund and footpath grant
- Staff costs were significantly lower as the Clerk has admin processes in place now which save time
- Asset register increased as adult play equipment was added plus the new benches and planters.

The variance spreadsheet will be published on the website.

The reconciled accounts for the end of year have been circulated and these need to be approved.

PROPOSED: Cllr J Maunders **SECONDED:** Cllr M Kemp **RESOLVED**

38/26 Notice of Public Rights and Publication of Council's accounts – to resolve to agree the dates of publication from Wednesday 3rd June 2026 to Tuesday 14th July 2026 thus including the first 14 days of July as required by law. The Clerk confirmed that the notice has been published on the website.

PROPOSED: Cllr D Boustred **SECONDED:** Cllr K Scott-Clarke **RESOLVED**

39/26 Financial Matters

To resolve to approve the end of year accounts and statements to 31st March 2026. (already circulated)

To receive and approve the accounts summary to 30th April 2026 (circulated). To

NOTE the following payments were approved remotely in accordance with Financial Regulations:

Signed:

Dated:

2 x Payments to North Devon payroll for wages (February and March salary)
1 x Payment of £14 to PCC for hall hire (10.03.2026)
1 x payment of £9.98 to Santander for bank charges (20.03.2026)
1 x Payment to B Hurkett of £170 for grass cutting (30.03.2026)
1 x payment to Wicksteed Leisure of £180.00 for playpark inspection (07.04.2026)
Clerk to contact RoSpA for
1 x payment to DALC of £285.26 for annual subscription (14.04.2026)
1 x payment to Ladds of £38.95 for anti-virus software (21.04.2026)
1 x payment to Exeter Gardening Services of £324.00 for grass cutting (21.04.2026)
1 x payment to P Clapham of £75.40 for Internal Audit (23.04.2026)

To **NOTE** the following amounts have been received.

1 x Payment received of £5500 Precept (01.04.2026)

Note: Payments approved by Councillors K Scott-Clarke and Cllr J Maunder in accordance with the Financial Regulations.

The bank balance as at 30th April 2026 was £16115.03

To confirm appointment of signatories for cheque payments and approvers for all BACS transaction currently Cllr. Scott-Clarke and Cllr Maunder. Speak Santander but also send link for Unity Trust.

Budgets – The budgets were agreed in the November meeting so that the Precept could be set for 2026-27. The budgets will continue to be monitored monthly when the accounts are reconciled.

New website – Clerk will contact Aubergine next week for quotes and to see what their timelines are for a new website.

PROPOSED: Cllr D Boustred **SECONDED:** Cllr K Scott-Clarke. All in favour.
RESOLVED

40/26 Planning

No applications have been received since the last meeting.

Signed:

Dated:

41/26 Asset Register (circulated)

Asset register to be checked and approved.

PROPOSED: Cllr D Boustred **SECONDED:** Cllr M Kemp **RESOLVED**

42/26 Financial Risk Assessment (circulated)

To resolve to approve and publish the financial risk assessment.

It was agreed that a Councillor should complete this and not the Clerk. Cllr Scott-Clarke to complete and send to Clerk to publish.

43/26 Policies (circulated)

To resolve to approve and adopt the following policies:

- Financial Regulations
- Equality and Diversity
- Standing Orders
- Privacy Policy
- Transparency Code
- Internal Control Policy
- Reserves Policy
- Complaints procedure

All policies have been reviewed by the Parish Councillors and the Clerk. No changes need to be made at the moment. Clerk to update review dates and republish.

PROPOSED: Cllr K Scott-Clarke **SECONDED:** Cllr J Maunder All in favour.
RESOLVED

44/26 Date of Next Meetings:

Thursday 2nd July, Thursday 3rd September and Thursday 5th November 2026

Meeting closed 20:40pm

Signed:

Dated: