

MARSTON SICCA PARISH COUNCIL

Serving the communities of Long Marston, Meon Vale & Shackleton

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NOTICE OF ANNUAL PARISH COUNCIL MEETING

Members of Marston Sicca Parish Council are hereby summoned to attend the Annual Parish Council Meeting in Long Marston Village Hall on **Wednesday, 20th May at 7.30pm** for the purpose of transacting the following business. The meeting is open to members of the public who may take part during the fifteen minutes public open session (individual comments should be kept to 3 minutes). Once the Open Session has concluded, attendees are welcome to remain as observers only.

Meeting Agenda

1.To elect the Chairman

The elected Chairman will sign their Declaration of Acceptance of the Office of Chair.

2. To elect the vice-Chair

The elected Vice-Chairman will sign their Declaration of Acceptance of the Office

3.To record any absences and receive apologies for absence.

4.Declarations of Interest:

Councillors are reminded to declare any Disclosable Pecuniary and non- Pecuniary interests in agenda items and the nature of those interests. In keeping with the council's Code of Conduct, members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted.

5. Public Open Session (maximum 15 minutes)

5.1 Public session questions from members of the public, this provides an opportunity for questions to be put to the Council. Although members of the public can raise any question, the Council will only be able to respond to issues relating to the business to be transacted at the meeting. Once the meeting has started, discussions will be between the Council and Officers. It would be at the discretion of the Chair to allow members of the public to comment once the open session has closed.

5.2. District, County Councillor & Police are invited to present any update on their activities.

6. Minutes of the previous meeting

To approve minutes of ordinary parish council meeting held on April 22nd 2026

7. Annual Business meeting and Governance.

7.1 Committees

a) Committees – review and appoint of members of AMC (Asset Management Committee) – three members.

b) AMC frequency of meetings – to consider and resolve on quarterly meetings.

c) *Staffing Committee – to review and appoint committee members (Chair and two councillors) to meet annually unless further meetings are required.*

7.2 Governance

- a) *To resolve to confirm Councillors commitment to abide by Code of Conduct*
- b) *To resolve to adopt the updated Model Standing Orders (April 2025). The updated version amends S.14 (Code of Conduct) and S. 18 (Financial Controls and Procurement).*
- c) *To resolve to adopt the update Financial Regulations (March 2025).*
- d) *To resolve to maintain the existing Reserves Policy*
- e) *To resolve to maintain the existing Grievance Policy*
- f) *To resolve to adopt updated Data Protection Policy (Appendix A)*
- g) *To resolve on items of delegation:*
 - a) *delegated powers to the AMC - £5000 (to facilitate the running of parish council owned assets (in accordance with the Council budget)*
 - b) *delegated power to the Clerk - £750 for emergency payments*
 - c) *to confirm 2 councillors plus Clerk to respond to planning matters that require a response before the next Parish Council meeting.*

8. Finance

8.1 *To receive bank reconciliation and items for approval (see Appendix A)*

8.2 *Asset Register*

to note the updated Asset Register was approved at the April 2026 meeting.

8.3 *Insurance*

It was resolved to accept the Insurance quote detailed in the April 2026 Meeting. The insurance continues to be provided by Gallagher (Hiscox).

8.4 *Annual Governance and Accountability Return (AGAR)*

to note it was resolved to approve the AGAR documents in the April 2026 and has been submitted to the External Auditor, Moore & Co.

8.5 *To review Annual Subscriptions:*

- (i) *WALC - Warwickshire Assoc. of Local Councils (quote depending on size of parish – approximate cost - £1k+)*
- (ii) *SLCC - Society of Local Council Clerks (£160)*
- (iii) *Data Protection Annual Fee (£50)*
- (iv) *CPRE (£80)*
- (v) *Microsoft (£80)*

8.6 *To review Direct Debits:*

- (i) *BT*
- (ii) *ICO (Data Protection)*

Note: Further utilities are paid upon invoice and are placed on items for approval.

9. Clerks verbal report on outstanding matters

9.1 *The Parish Council solicitors have been asked to adjust the Pavilion Lease to be appropriate the Meon Vale Village Hall Committee and their application to the Charity Commission*

9.2 *Further waste bin for Meon Vale playing field has been ordered*

9.3 *Letters are being drafted to specific Long Marston addresses where hedges are encroaching on public walkways.*

9.4 *Funding questionnaire and supporting information has been sent to CAVA with supporting information. Follow up communication has also been sent to Porterbrook.*

9.5 *Update on Meon Playing Field and its use for the archery club.*

10. Planning Matters to include:

Porterbrook Leasing, Rail Innovation Centre, Station Road, CV378PL -

Proposed Installation and operation of ground-mounted solar photovoltaic installation and associated works (including new electricity substation and transformer switch room).

11. Councillor Reports

To receive any updates from council members

12. Correspondence

To receive any correspondence relevant to parish council business

Next Meeting

June 15th Meon Vale Village Hall.

July – Parish Council recess. Meetings reconvene August 17th 2026.

Debbie Woodliffe
Parish Clerk

**MARSTON SICCA PARISH COUNCIL
BANK RECONCILIATION**

20/05/2026 Appendix A

HSBC		
Balance	01/04/2026	50,059.97
Receipts		31,522.28
Payments		(7,841.31)
Balance	20/05/2026	73,740.94
Savings Account N/wide	20/05/2026	24,841.83
Deposit Account HSBC	20/05/2026	45,554.47
Current Account HSBC	20/05/2026	3,344.64
Total Bank Balance	20/05/2026	73,740.94

Less unrepresented cheques		
Balance		73,740.94

Reserves	2026-27
Footpaths	150.00
Flood Team	200.00
Community Events	200.00
Community Building/Open Space	20,178.00
Climate Change Event	700.00
General Reserves	26,000.00
Total	47,428.00

Available cash	26,312.94
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Note: 01/04/2026 Reserves Adjusted

PC PAYMENTS MADE/APPROVED

Date	Payee	Cheque No.	£	Details
05/05/2026	W M Morrison	DC	15.00	Stationery
06/05/2026	HMRC	BP	209.20	Tax & NI
16/05/2026	HP Instant Ink	DC	28.99	Printer Ink
			253.19	

17/03/2026

PC ONLINE PAYMENTS FOR APPROVAL

20/05/2026

Date	Payee	Cheque No.	£	Details
21/05/2026	Stratford DC	BP	414.17	Dog & Litter Bin Collection
21/05/2026	Christine Johnson	BP	37.50	Meon Vale VH Cleaning
21/05/2026	Uberdoodleesign	BP	330.00	Newsletter/Website
21/05/2026	Grundon	BP	64.38	Waste Collection - MV VH
21/05/2026	Crown Gas	BP	393.93	Gas Supply - MV VH
26/05/2026	BT Group	DD	46.74	Broadband - MV VH
28/05/2026	Parish Clerk	BP	*****	PAYE
28/05/2026	Christine Johnson	BP	*****	PAYE
28/05/2026	Mrs Caroline Watts	BP	*****	PAYE
03/06/2026	HMRC	BP	209.20	Tax & NI
			1,495.92	

THE PAVILION PAYMENTS MADE/APPROVED

Date	Payee	Cheque No.	£	Details
			0.00	

THE PAVILION PAYMENTS FOR APPROVAL

20/05/2026

Date	Payee	Cheque No.	£	Details
			0.00	