

**Minutes of the Annual Meeting of Caldecott Parish Council held on Thursday 8<sup>th</sup> May 2025 at 7.50 pm in the Village Hall.**

<b>Present 2025/26</b>	Cllr MacDermott (Chair), McCole, Hook and Lawrie, Mrs Medwell (Clerk) and one member of the public.
<b>Election of Chair 2025/27</b>	<p>The position of Chair was open to all Councillors. Cllr Hook nominated Cllr MacDermott and was seconded by Cllr McCole. Cllr MacDermott <b>agreed</b> to become Chair.</p> <p>The Chair duly signed the Declaration of Office, witnessed by the Responsible Financial Officer.</p>
<b>Election of Vice Chair 2025/28</b>	<p>The position of Vice Chair was open to all Councillors. Cllr MacDermott nominated Cllr Hook and was seconded by Cllr McCole. Cllr Hook <b>agreed</b> to become Vice Chair.</p> <p>The Vice Chair duly signed the Declaration of Office, witnessed by the Responsible Financial Officer.</p>
<b>Councillor Vacancies 2025/29</b>	<p>The Council noted the resignation of Alex Parker and extended its thanks for her contribution to both the parish council and the community. Mrs Parker will continue to support with the website and social media platforms.</p> <p>The Council <b>agreed</b> to co-opt Ms Kelly Lawrie to fill one of the vacancies.</p> <p>Proposed Cllr MacDermott      Seconded Cllr McCole</p> <p>Cllr Lawrie was welcomed onto the Council</p> <p>Three further vacancies remain.</p>
<b>Apologies 2025/30</b>	County Cllr A Brown.
<b>Declarations 2025/31</b>	There were no Declarations of Interest in items on the agenda nor any changes to the Members' Register of Interests.
<b>Minutes 2025/32</b>	<p>The minutes of the meeting held on 14<sup>th</sup> March 2024 were approved as a true record of the meeting and duly signed by the Chair.</p> <p>Proposed Cllr McCole      Seconded Cllr Hook</p>
<b>Matters Arising 2025/33</b>	There were none
<b>Highways and Rights of Way 2025/34</b>	<p>Cllr Hook reported from the site meeting with the Police and Crime Commissioner, his assistant and local policeman earlier in the day to look the issues of concern around the village which included the size and speed of heavy vehicles travelling through the village on a daily basis. These vehicles cause damage to both parked cars and properties adjacent to the road and regularly are seen mounting the pavements to navigate the narrow width of the road. This situation poses significant health and safety risks.</p> <p>Several matters were discussed during this site visit - the absence of a zebra crossing, the road's speed limit, and the problem of local haulage firms using the village as a shortcut despite being advised to use alternative routes. It was highlighted that the road width in certain parts of the village falls below the standard for a classified 'A' road and that parking</p>

on the pavements by residents with no off-street parking was less than satisfactory as it blocks the pavements for pedestrians.

Cllr Hook advised that the outcome of the meeting was to try to address matters on an interim basis. All present agreed that implementing a 20mph zone for the village would have a beneficial impact on health and safety and reduce damage to buildings. The Police Commissioner suggested that the Parish Council contact RCC Road Safety Officer Mr Crouch and continue to lobby both RCC and the local MP for the promised independent road traffic review.

The Council **agreed** to follow up with a letter of thanks to the Police Commissioner, with a request for a letter confirming support for the 20mph which the Council could then present to RCC Highways, copying in both the RCC Head of Highways and Ms Kearns MP. The Council will also contact the Road Safety Officer.

JM

The Chair thanked Cllr Hook on behalf of the Council for attending this visit.

**Community Speed Watch Scheme** – The Council had been advised that a space has arisen in the programme. Cllr McCole, as lead co-ordinator, will liaise with RCC.

LM

#### Parish Assets 2025/35

**Routine Inspection** – The Chair advised he had carried out a few small routine maintenance jobs at the playpark and thanked Cllr Hook for repairing the bench which may have been damaged during the last mow.

A damaged wooden post was identified on The Green. The Clerk will report on Fix my Street. Cllr Hook undertook to carry out the next routine asset check.

JM  
BH

**Allotments** – The Clerk updated the Council on the current position with the allotments. Two confirmed new tenants have taken up the vacant plots.

**Approval of Insurance Renewal** – The Council considered and **agreed** the renewal premium at a cost of £454.18, a reduction on last year's figure.

#### Planning 2025/36

##### **2025/0368/FUL 8A Uppingham Road Extension**

The Council had no objection to this application

##### **2025/0516/OUT 5 The Green Erection of a Self-Build Dwelling**

The Council had no objection to this application

##### **2025/0508/FUL 5 The Green Conversion of existing buildings to form a Dwelling**

The Council had no objection to this application

#### Finance 2025/37

a) The following payments were presented for approval and unanimously agreed:

Payee	Details	Total Amount	VAT Element	Legal Authority
I Arnott	Internal Audit	£90.00		LGA 1972 s.111
S Morphy	Mowing	£450.00		OSA 1906 s.15
LRALC	Membership	£328.60		LGA 1972 s.143
Zurich	Insurance	£454.18		LGA 1972 s.111

Signed ..... (Chair)      Dated .....

**b) Bank Reconciliation**

Reserves £12,740.51

The Bank Reconciliation was unanimously approved and then duly signed by the Chair.

**c) Approval of Certificate of Exemption 2024/25**

The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31<sup>st</sup> March 2025 and therefore **agreed** to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Proposed Cllr MacDermott    Seconded Cllr McCole

The Certificate of Exemption was then duly signed by the Chair and Responsible Financial Officer and will be returned to the External Auditor.

**JM**

**d) Approval of Annual Governance and Accounting Statement 2024/25**

The Council considered and **approved** the Annual Governance Statement 2024/25.

Proposed Cllr McCole    Seconded Cllr MacDermott

This was duly signed by the Chair and Responsible Financial Officer

The Clerk had prepared the 2024/25 Financial Accounts in accordance with the Accounts and Audit Regulations 2015 and circulated prior to the meeting.

The Council considered and **approved** the Annual Accounting Statement 2024/25

Proposed Cllr McCole    Seconded Cllr Hook

This was duly signed by the Chair and Responsible Financial Officer.

**e) Internal Audit 2024/25**

The accounts had been presented for internal audit and were found to be in good order with no issues raised.

All matters pertaining to finance are displayed on the website on [www.caldecott-pc.gov.uk](http://www.caldecott-pc.gov.uk)

**Correspondence 2025/38**    There was no further correspondence to consider.

**Next Meeting 2025/39**    The next meeting of Caldecott Parish Council will be held on Thursday 10<sup>th</sup> July 2025 in the Village Hall.

The meeting closed at 8.46 pm.

Signed ..... (Chair)    Dated .....