



Watton-at-Stone Parish Council
Nigel Poulton Hall
School Lane
Watton-at-Stone
SG14 3SF
Tel: 07493 097867
E: clerk@wattonparish.gov.uk

12 May 2026

In attendance: Cllrs Nicola White (Chairman), Richard Lewis (Vice Chairman), Michael Brooks, Annabel Kirk, Joe Thomas, Charles Clark, Claire Holman, Abi Brown (Clerk)

**Watton at Stone Parish Council Meeting
Tuesday 12th May 2026
Nigel Poulton Community Hall at 7.30pm**

MINUTES

1. Election of Chairman and signing of declaration of Office and Code of Conduct

Cllr. White asked for nominations for the election of Chair. Cllr Clark nominated Cllr White. Cllr Lewis seconded the motion. Unanimously agreed by all in attendance

2. Apologies

Cllr Richardson
Cllr Anna Bramley
Cllr Alastair Bramley

3. Election of Vice-Chairman and signing of declaration of Office and Code of Conduct

Cllr White asked for nomination for the election of Vice-Chairman. Cllr White nominated Cllr Lewis, this motion was seconded by CllrClark. Unanimously agreed by all in attendance.

4. Election of Members and Chairman of Committees

Parish Councillors present at the meeting approved the following elections of Chair and members of the Committees.

Budget and Finance Committee

Cllr Richardson as Head of Finance
Cllr White
Cllr Lewis
Cllr Brooks

Environment Committee

Cllr Kirk as Head of Environment
Cllr Clark
Cllr Holman
Cllr Brooks



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HR Committee

Cllr White – Head of HR Committee
Cllr Lewis

Planning Committee

Cllr Clark – Head of Planning Committee
Cllr Lewis
Cllr Thomas

Community Hall Management Committee

Cllr White – Head of Community Hall Management Committee
Cllr Holman
Cllr Anna Bramley
Cllr Alastair Bramley

5. Appointment of Representatives to other Organisations

The following appointments were made:

- Watton-at-Stone Scout and Guide Group Cllr. Kirk
- River Beane Restoration Association Cllr. Brooks
- Allotments Cllr. Kirk
- War Memorial Hall Management Committee
Cllr. Clark

6. Adoption of Standing Orders

Parish Council adopted the Watton-at-Stone Parish Council Standing Orders (as laid out by the National Association of Local Councils). Proposed by Cllr White, seconded by Cllr Lewis. All in attendance approved.

7. Adoption of Financial regulations

Parish Council adopted the Watton-at-Stone Parish Council Financial Regulations. Proposed by Cllr White, seconded by Cllr Lewis. All in attendance approved.

8. Notice of Registrable Interests

None

9. Declaration of Interests

a) To receive declarations of interest from councillors on items on the agenda

None

b) To receive written requests for dispensations for declarable interests; and

None

c) To grant any requests for dispensation as appropriate

None



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10. Minutes

Minutes of Wotton at Stone Parish Council meeting held on Tuesday 14th April 2026 were approved, subject to an amendment to point 6. Clerk will make amendment.

11. Public Issues

Cllr Thomas has been contacted by a resident regarding a noisy manhole cover and is currently investigating.

The Clerk received a call from a resident querying as to why there is not a 20mph speed limit imposed on the High Street. There has been a consultation carried out by HCC who will be reviewing speed management throughout villages.

12. Chairs/ Clerks Report

Cllr White asked the Councillors to ensure they are using their new email addresses.

13. Reports and approvals from Working Parties and Committees

a) Environment Committee Report

i. Cricket Fence

Minutes from the most recent Environment committee were circulated prior to the meeting. Cricket have asked if they can install a fence along the hedges. Cllr Kirk proposed and all in attendance approved. Cllr Holman will communicate with Cricket and request that they ensure hedgehog holes are implemented to enable wildlife to move freely without being restricted.

Adam Welch has quoted £190 for removal of ivy along the pathway on the Highstreet and removal of a tree. Cllr White proposed and Cllr Kirk seconded. All in attendance were in approval.

Cllr Kirk has some additional items to look into and will pass these onto Environment Committee and feed back to the Council at the next meeting.

EHDC do not have the Wotton Green bin on their rota. It is £135 +vat per annum to be collected. Cllr Clark proposed and Cllr White approved. Cllr Brooks will arrange for the bin to be added to the collection rota.

Action: Cllr Brooks

b) Planning Committee Report

Planning application report was circulated prior to the meeting. All planning applications to have a 'no comment' submitted by the Clerk.

Action: Clerk

c) Community Hall Committee

Minutes from Community Hall Committee meeting was circulated prior to the meeting.

A date for the Sports Day is currently still being decided on but is proving difficult.

Cllr White will be submitting an expression of interest to the UK Government's Local Power Plan, delivered through Great British Energy (GBE).



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Cllr Clark has obtained two quotes for the sound proofing at £10k and £16k. These quotes will be presented at the next Community Hall Committee meeting.

The Tennis club would like a new sign with the updated days and times that they have priority over the courts. It was proposed that the Tennis Club should be asked to organise this themselves. Cllr Holman will communicate this to the Tennis Club.

14. Finance Committee

a) To authorise payments to be made in addition to the budget

No payments to authorise with the exception of the approved payments minuted above.

b) To receive summary report of receipts and payments

Reports were circulated prior to the meeting.

c) Clear Council Insurance Renewal

Clear Council renewal is £71 more than last year. It was proposed by Cllr White and seconded by Cllr Lewis. All in attendance approved. Clerk to pay the renewal invoice.

d) Internal Audit of the Parish Council accounts for the year ended 31 March 2026

Internal Audit for 2025/2026 has been completed and returned to the Council. Clerk circulated the report.

e) Approval of the Annual Return of the Parish Council accounts for the year ended 31 March 2026

The partially completed AGAR form was e-mailed to Parish Councillors prior to the meeting.

The Parish Council went through the annual governance statement and the following questions were answered as listed below.

Section 1 - Annual governance statement	
We acknowledge as members of the Watton-at-Stone Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2026 that,	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with	Yes



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laws, regulations and Proper Practice that could have a significant financial effect on the ability of this authority to conducts its business or manage its finances.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6. We have maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on the authority and, where appropriate have included them in the accounting statements.	Yes
9. Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our responsibility fund(s) assets, including financial reporting and, if required, independent examination or audit	N/A

Parish Councillors agreed that the Annual governance statement detailed in **Section One** (listed above) of the Annual Return, together with **Section Two**, the accounting statement 2025/2026, be approved and signed by the Chair and the Clerk.

The Clerk will e-mail the completed Annual Return and relevant documentation to PKF Littlejohn (official auditors) on or before Monday 1st July 2026. The Clerk will also advertise the public inspection dates, which are 3rd June to ~~7th August~~ 14th July 2026.

15. Reports to the Council

Additional reports were circulated prior to the meeting and reviewed.

The Village Report was carried out and presented by Cllr Lewis and Cllr Thomas. Cllr White noticed that the defib in the High Street is red. This is due to the defib



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pads expiring and there being a shortage of stock. The defib pads have been purchased and will be replaced by the end of the week.

Cllr Kirk queried if the Scout Hut was used as a venue to hire for parties if it would be detrimental to other hire venues within the village. It was felt that it would be a positive addition for the residents.

Meeting closed: 20:57