

# HOPTON AND COTON PARISH COUNCIL

## NOTICE OF MEETING WEDNESDAY 13<sup>TH</sup> MARCH 2024

Email: [hoptonandcotonparishclerk@gmail.com](mailto:hoptonandcotonparishclerk@gmail.com)  
Website: [www.hoptonandcotonparishcouncil.org.uk](http://www.hoptonandcotonparishcouncil.org.uk)

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 13<sup>th</sup> March 2024** at 7:00PM at **Hopton Village Hall, Wilmore Hill Lane, Hopton, Stafford ST18 0AW**.

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

*A. Mclean*

Angela Mclean  
Parish Clerk

Date of Notice: 19<sup>th</sup> February 2024

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### AGENDA

#### PUBLIC PARTICIPATION TIME

- 10.1 Welcome and introduction by the Chairman
- 10.2 Introduction of Tim Gray and Paul Beedell of the representatives of Stafford Town Football Club to review contractual agreement for the use of the Football Pitches at Hopton Village Hall
- 10.3 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 10.4 Close of Public Participation Time

#### PARISH COUNCIL MEETING

- 10.5 To receive and approve apologies
- 10.6 Record declarations of interest from Councillors
- 10.7 To consider the minutes from the Parish Council Meeting held on Wednesday 7<sup>th</sup> February 2024
- 10.8 To review the SPCA and Toplis Associates response to the CIO vote taken on 15<sup>th</sup> November 2023 and 7<sup>th</sup> February 2024
- 10.9 To discuss the implementation of the online project tracker and diary and its use and to review a project list to ensure all Councillors are aware of current projects and Councillor commitments
- 10.10 To discuss the update of the Parish Council website in terms of aesthetics and content
- 10.11 To discuss and finalise the transition of email accounts for HCPC to gov.uk email addresses
- 10.12 To review and ratify the Risk Assessment for 2024 for HCPC
- 10.13 To review and ratify the Asset Register for HCPC
- 10.14 To discuss Parish Boards refurbishment programme and receive an update on this area and access to all Parish Boards
- 10.15 To receive an update from the CIO working party group in relation to the Tenancy at Will and ongoing work
- 10.16 To assign a Councillor contact to undertake the role of liaison on behalf of the Parish Council for HS2
- 10.17 To assign a Councillor contact to undertake the role of liaison on behalf of the Parish Council for MOD4
- 10.18 To receive an update from the meeting with SAGE Housing and HCPC on behalf of Redrow residents on 1<sup>st</sup> March 2024
- 10.19 To receive an update from the SERCO meeting held 23<sup>rd</sup> February 2024 and assign a Councillor contact to undertake the role of liaison on behalf of the Parish Council
- 10.20 To receive an update from the St Mary's Gate working party group and a proposal to provide additional play equipment for the recreation area at St Mary's Gate
- 10.21 To receive an update from the working party group for the review and updating of the Council policies
- 10.22 To discuss the grass cutting agreement around the Parish and the schedule of cuts for the Football Pitches
- 10.23 To receive an update on the current and proposed contract for the Footballers for the use of the Football Pitches in Hopton
- 10.24 To discuss the repair of a bench located Wilmore Hill Lane
- 10.25 To agree and confirm GDPR training to be undertaken by SBC for the Council
- 10.26 To follow up on the planned Defibrillator training event to be held on 27<sup>th</sup> March 2024 and proposed Defibrillator for Hopton
- 10.27 To consider any planning matters
- 10.28 Financial Matters
  - 10.28.1 To discuss in detail the AGAR External Audit Findings for the Financial Year 2022-2023
  - 10.28.2 To discuss in detail the AGAR Internal Audit Findings for the Financial Year 2022-2023
  - 10.28.3 To consider the schedule of payments
  - 10.28.4 To provide an update on the change of Parish Council banking provider for the Current Account and Reserve Account from Natwest Bank to Unity Trust Bank and add a further Councillor to the banking system
  - 10.28.5 To discuss and approve the final budget and precept for the financial year 2024-25 and for Council to vote on the completion and approval of this and allocation of funds to areas with the Parish
  - 10.28.6 To receive an update of bank reconciliation to 29<sup>th</sup> February 2024
- 10.29 To review the resignation of the caretaker and discuss a replacement employee
- 10.30 To discuss the continued peer support for the Parish Clerk from Kim Squires of Toplis Associates
- 10.31 To confirm the date of the next planned public meeting

**CLOSE OF PARISH COUNCIL MEETING TO PUBLIC  
END**