

**HOPTON AND COTON PARISH COUNCIL**  
**NOTICE OF ANNUAL MEETING**  
**WEDNESDAY 8<sup>TH</sup> MAY 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 8<sup>th</sup> May 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> April 2024

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**AGENDA**

**PUBLIC PARTICIPATION TIME**

- 02.1 Welcome and introduction by the Chairman
- 02.2 To receive and approve apologies
- 02.6 Record declarations of interest from Councillors; both pecuniary and disclosable
- 02.7 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
- 02.8 Close of Public Participation Time and Standing Orders Resumed

**PARISH COUNCIL MEETING**

- 02.9 To elect a Chairman
- 02.10 To elect a Vice Chairman
- 02.11 All Councillors to sign an acceptance of office form
- 02.12 To acknowledge the minutes from the Parish Council Meeting held on Wednesday 10<sup>th</sup> April 2024 and Wednesday 13<sup>th</sup> March 2024  
**Village Hall**
- 02.13 To receive an update on the consultation with parishioners regarding the leasing of the Village Hall to a third party for a 30 year term
- 02.14 To receive an update from the CIO subcommittee group in relation to the Tenancy at Will and fixed completion date for signing of the Lease
- 02.15 To discuss and review the position of monies in the account known as Hopton Village Hall
- 02.16 To discuss non-payment / under payment of Village Hall fees by certain parties
- 02.17 To discuss the funds that the CIO intend to use to pay their share of the costs involved in the issue of a Lease for the Village Hall
- 02.18 To discuss the replacement caretaker in relation to the running of the Village Hall to include bookings, payments, security, maintenance, clean and health and safety
- 02.19 To follow up on the update of the Parish Council website in terms of aesthetics and content
- 02.20 To receive an update on the transition of email accounts for HCPC to gov.uk email addresses
- 02.21 To receive an update from the Council Policies subcommittee group for the review and updating of the Council policies
- 02.22 To receive an update on HS2
- 02.23 To receive an update from the MOD4 Proposed Development
- 02.24 To receive an update in relation to SERCO from the Parish Council liaison
- 02.25 To discuss the delivery of a new bench to Tixall Road Crematorium and a replacement bench on Wilmore Hill Lane
- 02.26 To receive an update from the St Mary's Gate subcommittee group
- 02.27 To receive an update from the SAGE subcommittee group
- 02.28 To receive an update from the Parish Wards subcommittee in relation to the governance review
- 02.29 To discuss and update on the grass cutting agreement around the Parish and the schedule of cuts for the Football Pitches
- 02.30 To discuss possible funding sources for HCPC to include the Community Fund, Prosperity Fund and Action in the Communities in Rural England and set up a subcommittee group in relation to this
- 02.31 To discuss the vacancy for a position of Councillor to join HCPC
- 02.32 To receive an update on the current and proposed contract for the Footballers for the use of the Football Pitches in Hopton and the status of the signed agreements
- 02.33 To follow up and agree on the planned Defibrillator for Hopton to include the logistics, installation and training and discussion on the three quotes obtained
- 02.34 To consider any planning matters  
02.32.1 Planning Reference 23/38529/FUL To consider the proposed development described as the installation of 6 Air Source Heat Pumps (ASHP) at Weston Road High School, Blackheath Lane, Stafford
- 02.35 **Financial Matters**  
02.35.1 To discuss the AGAR for the Financial Year 2023-24 and update on the Internal Audit carried out by Toplis Associates  
02.35.2 To consider the schedule of payments  
02.35.3 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 agree a date for monies to be transferred to the new account  
02.35.4 To discuss the resident question: "To explain how funds are being distributed and used around the parish especially St Mary's Gate"  
02.35.5 To receive an update of bank reconciliation to 30<sup>th</sup> April 2024
- 02.36 To confirm the date of the Annual Parish Assembly meeting to be held before 1<sup>st</sup> June 2024 and the date of the next planned public meeting on 12th June 2024 at 7:00pm at Hopton Village Hall

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