

**CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
on 28th May 2025, held in the Walker Room, Peveril Centre, Castleton**

These Minutes are hereby approved as a true and accurate record of the above annual meeting following Resolution of the Council at its next annual Parish Council meeting on in May 2026.

Signed Chair of meeting

Present: Cllr. A. Darlington (Chair), Cllr. J. Simm (Vice Chair), Cllr. M. Eyre, Cllr. J. Stannard, Cllr. N. Spooner.

Also in attendance was the Clerk, Mrs T. Dale and 2 Residents.

Meeting commenced 7.01pm.

APC 01/05/25	<p><u>New Council:</u> A: Cllr. Darlington stood down as Chair. Cllr. Darlington was nominated for Chair, agreed to take on the Office and was duly elected. (Prop JS, 2nd ME, unan) Cllr. Darlington signed the Declaration of Acceptance and retained the Chain of Office. B: Cllr. Simm stood down as Vice Chair. Cllr. Simm was nominated for Vice-Chair, agreed to take on the Office and was duly elected. (Prop. AD, 2nd ME, unan.). Cllr. Simm signed the Declaration of Acceptance.</p>
APC 02/05/25	<p><u>Apologies:</u> Apologies were received from Cllr. Adshead, PCSO Will Brockett.</p>
APC 03/05/25	<p><u>Declaration of Personal or Pecuniary Interest:</u> No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.</p>
APC 04/05/25	<p><u>Public Participation:</u> Resident 1: The resident explained that he had attended the meeting out of curiosity and to be educated. He also thanked the Parish Council for all their endeavours. The Chair thanked the resident for his attendance.</p>
APC 05/05/25	<p><u>Annual Review of Policies and Documents:</u> Following discussion, it was agreed to adopt the following policies and to review them again in 12 months, or sooner, where necessary. (Prop AD, 2nd ME, unan)</p> <ul style="list-style-type: none"> i) Standing Orders ii) Financial Regulations iii) Code of Conduct iv) Burial Ground Policy and fees v) Equal Opportunity Policy vi) Data Protection Policy, Privacy Policy, Record Retention vii) Freedom of Information Policy viii) S.137 Policy ix) Complaints Procedure x) Risk Assessment xi) Facebook Policy xii) Privacy Policy xiii) Record Retention Policy <p>The Chair asked that Councillors periodically review the policies, with any amendments to be sent to the Clerk to review and update accordingly. Clerk to update website accordingly and circulate a zip file of policy documents to all Councillors for future review. (AP)</p>
APC 06/05/25	<p><u>Annual Review of Inventory of Land, Buildings and Other Assets:</u></p>

The Clerk explained that the Asset Register had been updated to include the Flood Pump, Speedwatch guns and accessories purchased in 2024/2025. (prop AD, 2nd NS, unan)
Clerk to update website accordingly. (AP)

APC
07/05/24

Minutes of Last Meeting and Matters Relating Thereto:

The Clerk explained that in previous years the minutes to the Annual Parish Council meetings were included with the minutes from the Ordinary meeting that followed. It was advised moving forward to separate the meetings with each having the appropriate minutes attributed.

APC
08/05/24

Council Ordinary Meetings:

It was agreed that the Council shall continue to hold its Ordinary Meetings in Castleton Village Hall (or such other place as specified on the agenda for the appropriate meeting), commencing at 7pm on the last Thursday of every calendar month excepting August and December. (*unless this be required to be changed by Law or Public Holiday) (prop ME, 2nd JS, unan)

APC
09/05/24

Minutes of Last Meeting and Matters Relating Thereto:

Clerk explained that this was a duplicate entry on the agenda.

APC
10/05/24

Finance:

A: To note the Council's monetary assets in the following accounts as of 31st March 2025:

- i) National Westminster Bank Current Account
- ii) National Savings Investment Account

	Current Account	NS&I
Balance brought forward 01/04/24	13,472.08	18,671.94
Total Income	18,335.36	187.23
Total Expenditure	17,239.65	0.00
Balance	14,567.79	18,859.17
Last Statement Balance	16,037.44	18,859.17
Less un-presented cheques	1,469.65	0.00
Less this month's payments	0.00	0.00
Available Balance 31/03/25	14,567.79	18,859.17

B: To approve and instruct the payment by cheque of presented invoiced items including the following:
No further payments to be included for the financial year 2024-2025.

C: To note income and receipts of the Council.

- i) NS & I – Interest - £187.23

The Clerk presented the 2024-2025 financial year end accounts, explaining the above table and walking the Parish Council through the bank reconciliations and variance between the 2023 – 2024 and 2024 – 2025 figures. Details are available on the Village Website.

The Chair thanked the Clerk for the completion of the work and for her diligence, work undertaken and support throughout the year.

D: Section 1 of the Annual Governance and Accountability Return Part 2 – Annual Governance Statement 2024/25 was considered, resolved and signed by the Chair. (Prop AD, 2nd ME, Unan)

E: Section 2 of the Annual Governance and Accountability Return Part 2 – Accounting Statements 2024/25 was considered, resolved and signed by the Chair. (Prop ME, 2nd NS, Unan)

F: The Certificate of Exemption of the Annual Governance and Accountability Return - form 2 was considered, resolved and signed by the Chair at this meeting. (Prop AD, 2nd ME, Unan)

APC
11/05/25

Subscriptions:

The Parish Council reviewed the Councils subscriptions to other bodies:

Membership to the Peak Park Parishes Forum 2025/26

Membership to DALC 2025/26

Membership to Rural Services Network 2025/26

Microsoft Annual Subscription 2025/26

ICO – Information Commissioners’ Office Annual Subscription 2025/26

APC
12/05/25

It was resolved to retain subscriptions, except for membership to Rural Services Network 2025/26.

Insurance:

The Clerk confirmed arrangements for insurance cover in respect of all insurable risks was in place and is due for renewal. As such is included on the ordinary meeting agenda that follows this meeting.

The Chair thanked all those in attendance and closed the meeting.

MEETING CLOSED 7.31pm.

The next Annual Meeting of the Council will be held in May 2026 in the Village Hall, Castleton.