

**Minutes of the Sourton Parish Council meeting held at 7pm
on 1st December 2025 at Sourton Village Hall.**

Council Member Present:

Cllr Mott (Chair)
Cllr Edmonds
Cllr Horn
Cllr Kaczanow
Cllr Southcott

In Attendance:

Mrs A Horn (Clerk) Cllr J Grainger (DCC) 2 members of the public

117	Chair's Report	No report
118	Apologies for Absence	None
119	Public Forum	It was agreed that questions raised during the public participation session would no longer be recorded in the minutes, as they were addressed during the meeting.
120	Declarations of Interest	None
121	WDBC, DCC, DNP PCC and Sourton Hall Report	WDBC – The report had been circulated by email DCC - The bus routes were being reviewed with the possibility of minor adjustments being made to some route. The budget was awaited to see if this was possible. There was a Full Council meeting later in the week. DNP – Forum papers will be circulated this week PCC No report Sourton Hall No Report

ITEMS REQUIRING A DECISION

122	Minutes	On the proposition of Cllr Southcott and seconded by Cllr Edmonds it was RESOLVED to approve and sign the minutes of the Parish Council meeting held on 3 rd November 2025
123	Co- option	
123.1	Co-option of Councillors	No applications were received
124	Drains	The Clerk was waiting for a response from the Commoners about the drains. If a site meeting was required, the council were happy to meet.

- 125 Closed Churchyard** The Chair and the Clerk would be meeting with the Vicar and Archdeacon on 8th December. The Clerk had asked the Parish Council's insurance company who was liable for the Closed Churchyard and the reply confirmed it was the Parish Council's responsibility.
- 126 Finance**
- 126.1 Finance Report** The Bank Reconciliation report dated 30th November and budget monitoring report were agreed.
- 126.2 Payments** On the proposition of Cllr Edmonds and seconded by Cllr Mott it was **RESOLVED** to approve the payment list totalling £255.27
- 126.3 Budget** It was agreed to increase the bank charges to £132 as Unity bank has emailed to say they were increasing fees from £6 per month to £7.
The cheque from the Commoners had been received and it was £732.
- 126.4 Internal Auditor 2026** On the proposition of Cllr Kaczanow and seconded by Cllr Mott it was **RESOLVED** to appoint Penny Clapham to undertake a face-to-face audit at a cost of £70
- 127 Correspondence** An email had been received offering the parish a free tree. It was agreed to ask for a Whitebeam.
An email had been received from the Commoners regarding grass cutting. The Clerk would reply with the specification and ask if there were any specific areas that were of concern.
- 128 Councillor reports** Cllr Kaczanow reported that the drain by Church has been cleaned
- 129 Items Brought Forward** None
- 2 members of the public and Cllr J Grainer left at 19:44
- 130 PART TWO – CONFIDENTIAL** On the proposition of Cllr Mott, seconded Cllr Southcott it was RESOLVED that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.
- 131 WDBC Enforcement** An update was received
- 132 Gravestone Repair** Two quotations had been received providing options for the gravestones and an indication of repair costs.
- 133 Bungalow Bus Stop Repairs** No quotations had been received to date, but the Clerk had received an email today enquiring about quoting for repairs.

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| 134 | Tree Inspection | On the proposition of Cllr Mott and seconded by Cllr Horn it was RESOLVED to appoint Hi- Line to undertake the 3 yearly tree inspection at a cost of £447 plus VAT |
| 135 | Date of Next Meeting | 5 th January 2026 at 7pm |

The meeting closed at 20.37pm