Stoke Albany Parish Council

Chair: Councillor David Benson; cllr-david-benson@stoke-albany.uk; 07754-059-907
Clerk: Mrs Justina Medwell; parish-clerk@stoke-albany.uk; 07813-696-387

MINUTES
Meeting Number 2611
Held at **7.00 pm** on **Tuesday 3rd November 2026** in **Stoke Albany Village Hall**

01. To open the meeting, note attendance and determine the quorum.
The Chair opened the meeting at 1700h. There being 3 SAPC councillors present, the Chair declared the meeting to be quorate.

02. In Attendance:
Cllrs D Benson (Chair), M Kelly, H Perry and L Donnelly.
J Medwell – Clerk

03. To receive apologies for absence.
CAN Champion Peter Holmes

04. To receive any Declarations of Interest or Changes to the Members' Register of Interests.
There were no Declarations of Interest in items on the agenda.
There were no Changes to the Members' Register of Interests.

05. To verify the minutes of the previous meeting.
Decision: It was **RESOLVED** that the minutes of the Parish Council Meeting of 1st September 2026 be adopted as a true and accurate record. Proposed Cllr Donnelly, Seconded Cllr Kelly.
The Chair duly signed the minutes.

Reports
06. To receive reports of any new information from NNC Councillors (if present).
There was nothing to report under this item.

07. To receive reports of any new information from SAPC Clerk & Councillors.
a. Highways Engagement Walkabout – All Councillors had attended a highways engagement walkabout with representatives from NNC and Kier to review a number of highway-related issues and concerns within the parish. During the walkabout, Councillors highlighted several areas requiring attention and discussed potential improvements with the representatives. The matters raised included:
Potholes: A number of potholes were identified for inspection and appropriate action.
No Entry signage: The warning notice relating to the No Entry sign on the slip road was discussed, with concerns raised regarding the adequacy and visibility of the signage for approaching motorists.
7.5-tonne weight restriction: Councillors highlighted that the signage advising of the 7.5-tonne weight restriction on Lower Road was insufficiently prominent and that additional improved advance warning signage was required to ensure drivers were aware of the restriction before reaching the affected road.
Ashley Road hill – footway maintenance: The need for vegetation to be cut back along the footway on Ashley Road hill was identified to improve pedestrian access and visibility.
Unauthorised access at the lorry park: Concerns were raised regarding unauthorised access at the lorry park near Albany Aggregates. This was considered a particular safety hazard for vehicles travelling around the adjacent bend.
Worn road markings: Several areas of worn or faded road markings were identified
The walkabout provided a valuable opportunity for Councillors to highlight local highway concerns directly with those responsible for highway maintenance and management, and to discuss the issues on site.
Councillors agreed that the meeting had been very positive and thanks were formally expressed to NNC and Kier for their engagement.

b. The Defibrillator Pads were identified as needing replacing.
New Action 2611A: Cllr Benson had sourced at a cost of £129 and will order.

c. It was reported that the contents of the grit bin at De Roos Way had solidified.
New Action 2611B: Clerk will report to NNC

d. It was noted that the bus shelter at the Top Green had vegetation growing through the roof. It was suggested that this is removed when the when the proposed laminated footpath map is sited there.

e. It was noted that the QE Stone may need a clean
New Action 2611C: Cllr Donnelly will have a look to see what this would require

f. The Constables Field – the licensee had reported water and fencing issues.
New Action 2911D: The Clerk will respond to arrange a meeting on site with the licensee.

08. To receive reports of any new information from Climate and Nature Champion.
CAN Champion Peter Holmes has undertaken to plant up some spring bulbs around the memorial.

Representations

09. To receive any written representations from any members of the public submitted before the meeting.
a. Report of a fallen branch from one of one of the trees on the Lower Green and request that the Council consider cutting the rest of the trees down and replacing with a similar type. The Council will look in to conducting a tree survey of all its trees to determine their health and safety.
New Action 2911E: The Chair will contact tree surgeon.

b. Poppy Appeal – A ceramic poppy wreath has been offered to the Council to replace the single-use ones historically bought. This will have no cost to the Council, will reduce waste and maximise domination.
New Action 2911F: The Chair will confirm with Poppy Appeal organiser.

c. Food waste collections have been delayed to 5th April 2027

d. A suggestion for a second defibrillator to be located at the village hall. The Council felt this was a good idea particularly as this is a central hub in the village with regular visitors at both the hall and church.
New Action 2911G: The Council will explore what funding is available.

Projects

10. Update on outdoor gym / play area (Section 106) project.
The Council was pleased to note that this project is now complete. All 106 monies were allocated and spent.

New Items

11. Parish Planning Criteria Document
The draft Planning Criteria Document was circulated to all Councillors prior to the meeting. This reference document describes the criteria that the Parish Council will apply when considering whether to endorse a planning proposal within the Parish. The intended audience includes residents, applicants, developers, local authority officers & councillors, and other decisionmakers within the planning process.
It was RESOLVED to adopt this.
Proposed Cllr Benson Seconded Cllr Kelly

12. To commence setting the 2027/28 Budget and Precept
Preliminary discussions took place on the 2027/28 budget. The Council looked at including an allocation of £900 for the laminated footpath map and historical information proposed for the bus shelter. There would currently be no increase on last year's precept figure.
The Council will approve the final budget and set the 2027/28 precept at the next meeting.
New Action 2611: The Chair will circulate the provisional budget to residents ahead of the next meeting.

13. Allotment Update
It was noted that notice to quit had been given on one of the half plots.
New Action 2611: The Chair will offer this to the next on the waiting list.

Planning

14. 26/01641/FUL Desborough Airfield Solar Farm
It was noted that, following a request from Inova and in conjunction with Stoke Albany, Wilbarston Parish Council asked Inova to provide an initial offer for a Community Benefit Fund associated with the proposed Solar Array and Battery Storage Development on the former RAF Desborough Airfield. It was emphasised that any such offer would be entirely independent of, and without prejudice to, the planning application currently under consideration.

Meetings Management

15. Date of next meeting

5th January 2027.

16. To review matters arising from previous meetings.

a. Laminated footpath map for bus shelter – Further discussions took place on the proposal to site a parish footpath map and historical noticeboard in the bus shelter at the Top Green.

Previous Action 2605B: Cllr Kelly will continue to progress and cost up the project.

17. To consider priorities for the next meeting cycle.

To approve 2027/28 Budget Setting

Banking

18. To review and verify the bank statement.

The Bank Reconciliation was unanimously approved and duly signed by the Chair.

19. To review and verify the statement of accounts.

Savings Account **£10,774.70**

Current Account **£1,145.32**

The statement of accounts was verified as accurate and signed by the Chair.

20. To consider approval of any payment vouchers.

Decision: It was **RESOLVED** that the following payments be made:

Total Amount	VAT Element	Payee	Reason for Payment	Legal Authority
£216.00	£36.00	Birch Sports	Mowing	OSA 1906 s.15
£52.00		ICO	Data Protection	LGA 1972 s.111
£50.00		RM and CH Peach	Bus Shelter Rent	LGA 1972 s.111
£348.29	£58.05	NCALC	Internal Audit Fee	LGA 1972 s.111

21. Meeting closed

The Chair declared the meeting closed at 8.45 pm.

Signed …….. Dated……..