



Shipton Parish Council

Serving the Cotswold villages of Shipton Oliffe, Shipton Solars and Hampen

Email: parishcouncil@shipton-village.uk

Website: www.shipton-village.uk

Minutes of the Annual Parish Council Meeting.

FRIDAY 16TH MAY 2025 FOLLOWING ON FROM THE APM

THE READING ROOM, SHIPTON (APCM)

25/0516/01	To elect the Chairman and to receive the Declaration of Acceptance of Office David Hellens was proposed as Chair and seconded. He accepted the role and signed the Acceptance paperwork
25/0516/02	Approval of: <ul style="list-style-type: none"> Vice Chair policy (circulated previously) Risk Assessment of wall by Phone Box triangle Donation/Grants policy It was resolved to approve the above policies
25/0516/03	Co-option of Parish Councillor - Claire Gibbs was co opted by the Parish Council and signed the Acceptance form and completed the Register of Interests form
25/0516/04	To allocate and agree roles and responsibilities in the Parish Council: The following Councillor responsibilities were delegated: Highways/ Trees / Infrastructure - Cllr Jasmina Tyler Planning - Cllr Ann Hanagarth Parish Council /Reading Room Liaison representative – Cllr Claire Gibbs and Cllr David Hellens Cllr Communications and IT Cllr Andy Gibbs Finance with RFO – Cllr David Hellens and Cllr Claire Gibbs.
25/0516/05	To confirm all Members of the Parish Council's Register of Interests are updated. It was noted that Cllr Andy Gibbs will update his Register of Interests Form to show Cllr Claire Gibbs as a Councillor.
25/0516/06	Declarations of Interests: none received.
25/0516/07	Minutes of Previous Meetings: It was resolved to approve the minutes of the previous meeting held on 7 th January 2025. Shipfest was discussed, the Date was to be 28 th June 2025 and the SPC were informed that this year The Reading Room Charity would be running the Fete. Cllrs agreed that the Village Green can be used for this purpose, subject to an appropriate licence being put in place between SPC and The Reading Room defining responsibilities and ensuring that the Reading Room had adequate public liability in place to cover the proposed events they hoped to run. For correctness the Clerk agreed to inform SPC Insurance Company that the event was taking place and that the organisers The Reading Room would have public liability insurance to cover their Fete activities which would be defined in a licence agreement. The Clerk would confirm in writing that SPC year round public liability was in place and would not be compromised by the Fete it set up and take down periods.
25/0516/08	Matters Arising from the Minutes: none



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25/0516/09	<p>It was resolved to approve the annual finance update and confirm:</p> <p>Approval of the Annual Governance Statement for 2024/25</p> <p>Approval of the Accounting Statements for 2024/25 and signature of Certificate of Exemption following the report from the Internal Auditor.</p> <p>The asset register was approved</p> <p>Approval of costs associated to replacement grit bin. It was resolved to delegate authority to the RFO to purchase a grit bin of similar size.</p>
25/0516/10	<p>To agree dates for meetings for the next year – 19th June 2025, 16th October 2025</p> <p>Meeting dates to be agreed in January 2026 / May 2026.</p>