

WYTHALL PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY, 17th May 2018 AT THE VILLAGE HALL AT 8.00 P.M.**

<u>PRESENT:</u>	Councillor Mrs.S.Baxter	
	Councillor D. Bibbings	
	Councillor Mrs.H.Bibbings	
	Councillor Helen Cleaver	
	Councillor K.Footman	
	Councillor Mrs.K.Kingston	
	Councillor Mrs.S.Hession	
	Councillor S.Peters	
	Councillor Mrs.S.Stewart	
	Councillor Mrs D.Taylor	
	Councillor L.Turner	
	Councillor C.E.Webb	
	Councillor Miss L.Wright	
	Councillor D.Yates	
	Miss P.Harrison	Executive Officer
	Mrs.K.Harris	Assistant to E.O.

One member of the public was present, Mr.B.Thornton.

1. **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE:**
Cllr.Mrs.Taylor was duly elected and signed the Declaration of Office book.
2. **ELECTION OF VICE CHAIRMAN:** Cllr.Mrs.Baxter was duly elected.
3. **APOLOGIES:** reasons for non-attendance were noted and accepted from Cllr.Rattigan.
- 4 (i) **APPOINTMENT OF COMMITTEES:**
See attached schedule – Vice Chair to be elected at the first Meeting of the Committees.
- (ii) The following Councillors were elected as Chair:

Planning Committee:	Councillor Helen Cleaver
Community Services	Councillor L.Turner
Finance Policy & Resources	Councillor Mrs.S.Baxter

All Sub-Committees/Working Groups to elect Chair at first meeting:
Personnel
Newsletter Working Party
Risk & Governance Sub-Committee
Cemetery Working Party
Allotment Working Group
Emergency Plan Working Group
Neighbourhood Plan Steering Group
- (iii) **DATES OF COMMITTEE MEETINGS/FULL COUNCIL 2018/2019:**
See attached schedule (previously supplied)

5. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:**

All as per attached schedule noting that it was agreed to renew the mandate whereby representatives appointed to serve on Worcestershire Association of Local Councils Committees are mandated to vote on issues tabled as they deem appropriate bearing in mind the best interests of the Parish Council.

6. (i) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**

(a) **Register of Interests:**

Councillors must complete their Register of Interests and update them as and when necessary.

(b) To declare any disclosable interests in items on the Agenda and their nature (Councillors with such interests must leave the room for the relevant items unless they have a current dispensation)

(c) **Dispensations:**

Agreed to review all Dispensations at the June Meeting (no dispensations required now in respect of setting budgets/precept)

(ii) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS**

Cllr.Mrs.Baxter)	WorcCALC/Cheque list	Member of Exec.Committee/ Chairman/NALC
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Cllr.Footman)

Cllr.Mrs.Hession)	Wythall Community Association	Trustee/Member
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Cllr.Mrs.Baxter)

Cllr.Helen Cleaver)

Cllr.Turner)

Cllr.Mrs.Baxter	Wythall Tennis Club	Knows Chairman
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7. **DISPENSATIONS:** No new applications.

8. **MINUTES OF PREVIOUS MEETING:**

Resolved 19/2018::

The Minutes of the Meeting held on the 19th April 2018 were accepted as being a true record of matters discussed.

9. **MATTERS ARISING FROM PREVIOUS MINUTES:** Noted.

10. **COMMITTEE REPORTS:**

COMMUNITY SERVICES:

Resolution 20/2018:

(a) to approve a refund in respect of a reserved plot at the Cemetery now not required in the sum of £440.

- (b) to accept the Minutes of the Meeting held on the 3.5.2018 having noted and endorsed the interim actions taken by the Committee.

PERSONNEL COMMITTEE:

Resolved 21/2018:

- (a) to accept the Minutes of the Meeting held on the 17/5/2018 noting the increase in Staff Salaries in accordance with NALC Increase ass from 1.4.2018.

FINANCE POLICY & RESOURCES:

Resolution 22/2018:

- (a) to note and accept the figures in respect of the Bank/Expenditure/Receipts relating to the month of April 2018.
Some amendments were agreed as regards Cost Centres.
- (b) to accept the proposed figures in respect of Short Term Earmarked Reserves and Creditors 2017/18 as presented.
- (c) to award a grant of £450 to Wythall Tennis Club with the condition that the Tennis Club provides specific information as to what the grant was spent on.
This Grant being awarded in accordance with the provisions of the General Power of Competence (Local Government Act 1972 Section 7).

ACTION: EO to write accordingly.

- (d) to approve for payment in May 2018 the Schedule of Invoices as presented, two items requiring specific resolutions:
- | | |
|------------------------------|---------|
| 21/18 Office Shredder | £169.87 |
| 24/171 Cemetery Plan upgrade | 60.00 |
- (e) to ratify the transfer of £10,000 from the CCLA Investment Account to the Current Account.
- (f) to note that the EO and Assistant to the EO would be attending a GDPR Training event on the 23rd May 2018 and that it was agreed both Officers would be reimbursed for their time attending this training.
- (g) to note that Cllr.Footman had undertaken to review all Terms of Reference for Committees.
- (h) to accept the quotations from Western Power and Prysmian for the removal of lighting column 391 Houndsfield Lane (lower) totalling £559.19 plus VAT. This column having been subjected to ongoing vandalism.

ACTION: Accept quotations.

- (i) to increase the hourly rate paid to the Parish Lengthsman to £14 per hour. (£11 having been paid for the last ten years).

ACTION: Advise Lengthsman accordingly.

(j) to authorise the EO to sign the Lengthsman Scheme Contract between County Council and the Parish Council for 2018/2019 with the same amount as last year applying.
ACTION: EO to complete contract.

(k) to agree, in retrospect the updating of the Cemetery Plan at a cost of £50 plus VAT.

(l) to note a query raised by Cllr.Footman regarding a heading on the balance sheet "Stock". The EO would investigate.

ACTION: Check with the Internal Auditor.

(m) to accept the Minutes of the Meeting held on the 9th May 2018 having noted and endorsed the interim actions taken by the Committee.

PLANNING:

Resolved 23/2018:

(a) to note the Minutes of the Meeting held on the 1st May 2018 and the applications dealt with under Standing Orders for Committees 4(d) Parish Standing Orders.

11. Cllr.Mrs.Taylor gave a brief update as regards the Dementia Friendly Village project.

12. **ITEMS OF PAROCHIAL INTEREST FOR INFORMATION ONLY:** None.

13. **DATE OF NEXT MEETING:** Thursday, 21st June 2018 at 7.30 pm.

The Meeting closed at 9.10 pm.

SIGNED: _____

CHAIRMAN

DATED: 21st June 2018