

Clerk to the Council/RFO: Caroline Higgins
Chairman: Cllr Keith Keel

30 May 2019

Minutes of the Annual Council Meeting held at 7.00 pm on Monday 13 May 2018 in the Memorial Hall.

Present: Cllrs Keel (Outgoing Chair); Breeze (New Chair); Ryan; Jones; Mrs Whittall; Mrs Lewis; Mrs Robinson; Mrs Howells; Mrs Clode; Hudson and Gouge. Cllr Clarke arrived at 7:10pm

In attendance:
Caroline Higgins, Clerk; 1 member of the public

01.19/20 **ELECTION OF CHAIRMAN** – Cllr Keel opened the meeting and invited nominations for election of Chairman. It was **RESOLVED unanimously** that Cllr Breeze be elected as the Chair of the Parish Council.

Cllr Breeze signed the Declaration of Acceptance of Office of Chairman. He thanked Cllr Keel for his two years' service as Chair.

02.19/20 **ELECTION OF VICE CHAIRMAN** – Cllr Ryan nominated Cllr Hudson and was seconded by Cllr Mrs Whittall but declined due to the expectation he would succeed to the Chair. Cllr Howells nominated Cllr Ryan and was seconded by Cllr Jones. Cllr Ryan expressed his dissatisfaction with the tradition of Chairs being elected based on length of service but was persuaded to accept the role on the understanding he would be supported with training.

At 7:10pm Cllr Clarke arrived

It was then **RESOLVED** that Cllr Ryan be elected as Vice-Chair of the Parish Council. *Cllr Clarke abstained having missed the debate.*

03.19/20 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Parkhurst sent his apologies due to work commitments. His apology was accepted.

04.19/20 **DECLARATIONS OF INTEREST** – Cllr Mrs Whittall recorded her interest in the football pitches as her son-in-law hires them for goal-keeper training.

05.19/20 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – A resident observed that the planning consultation for the redevelopment of the

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Oaklands / Glebelands site and associated sites were ongoing. He pointed out that the Glebelands is not mentioned in the consultation letter which could be misleading. It was confirmed that full sized plans of the development proposals were on display at Christchurch and that a public consultation meeting would be held by the Parish Council on 5 June 2019.

It was agreed to request an extension of time for public comments until after the consultation meeting and to amend the consultation letter displayed by the Council to show that the development would include the Glebelands.

06.19/20

MINUTES – The Council confirmed the accuracy of the minutes of the Full Council meeting held on 1 April 2019 and authorised the Chair to sign them. The Chairman signed the minutes.

The Council adopted the following signed Committee meeting minutes:
Finance Committee – 15 Oct 18; 14 Jan 19
Planning Committee – 1 Oct 18; 29 Oct 18; 26 Nov 18; 17 Dec 18; 14 Jan 19; 25 Feb 19; 18 Mar 19; 1 Apr 19; 15 Apr 19.

A member of the public arrived and requested an opportunity to speak. The Chairman suspended Standing Orders and the visitor introduced himself as representing a group wishing to raise funds for a defibrillator to be located at Lythwood if the Parish Council is willing to maintain it. The Council returned to Standing Orders.

07.19/20

CLERK'S REPORT & MATTERS ARISING –

The Council **resolved** that the defibrillator fundraising offer be accepted providing it raises sufficient funds. *The member of the public thanked the Council and left the meeting.*

The Clerk reported a series of anti-social behaviour incidents whereby the Parr's Pool lifebuoy had been repeatedly thrown into the pond. The Council considered installing a lockable container, but resolved instead to monitor the situation for the time being.

The Clerk reported localised flooding at Fairview Drive from a broken manhole chamber belonging to Severn Trent Water.

The Council authorised attendance at data protection training for Cllrs Ryan and Robinson and for the Clerk and Mrs Cousins on 25 May 2019.

The Council noted receipt of a grant application from Bayston Hill Methodist Church Art Group and resolved to consider it after the closing date for applications of 30 June 2019.

The Council noted that its Local Council Award (Foundation Level) would expire in December 2019. It was resolved to apply for renewal of the

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award and Cllrs Ryan and Jones volunteered to assist the Clerk in a review of the Council's policies and website prior to submission.

- 08.19/20 **INTERNAL AUDITOR'S REPORT** – The auditor's comments on the high level of Council reserves was noted and was referred to the next Finance Committee for consideration. It was noted that in all other respects the audit report was very favourable.
- 09.19/20 **ANNUAL GOVERNANCE STATEMENT** – The Council considered the 9 statements of assurance in turn and having considered the Internal Audit report **resolved unanimously** that statements 1 – 8 should be answered 'Yes' whilst statement 9 was Not applicable'. The Chairman was authorised to sign the completed Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR).
- 10.19/20 **ANNUAL STATEMENT OF ACCOUNTS** – The Council noted and approved the final statement of accounts for the year to 31 March 2019 and accompanying bank reconciliation. The Chairman was authorised to sign the Annual Statement of Accounts, Section 2 of the AGAR.
- 11.19/20 **REVIEW OF ASSET REGISTER, INCLUDING LAND AND BUILDINGS** – It was resolved that the Council notes the updated register and that the Finance Committee undertakes a review of current building asset values in due course.
- 12.19/20 **REVIEW OF INSURANCE ARRANGEMENTS** - The Council noted the ongoing commitment to a 3-year Long Term Agreement until May 2020 and **resolved** to approve renewal of its insurance policy with AXA at a premium of £1,710.88 (inc. Insurance Premium Tax). It was noted that the policy included cover for the newly installed outdoor gym equipment.
- 13.19/20 **CORRESPONDENCES** – The Council noted the correspondence listed on the agenda and made the following decisions:
- Cllrs Hudson, Breeze and Clarke would attend the Place Plan Review meeting on 22 May 2019 with the Clerk
 - That the Council would accept an invitation to meet with smaller Councils with a Precept exceeding £100,000.
 - That the Council would invite a speaker to address a future meeting about making a Dementia Friendly Community
 - That the Council would take part in VE Day 75 Celebrations as part of a wider community initiative
 - That the Council would consider the impact of a draft proposal on climate change at a future meeting in the current calendar year
 - That the Council would investigate interest in setting up a volunteer litter picking scheme (Action Cllr Ryan)
 - That the Council would consider improved signage for weed spraying of the playing fields in future years

REVIEW OF COMMITTEES –

Review of Committee Terms of Reference – The Council noted the recommendation by SALC that the name of the Staffing Panel be altered to the Staffing Committee to make it clear it is a standing committee of the Council. This was **resolved unanimously**.

The Council confirmed that all other Committee Terms of Reference would remain unchanged.

It was proposed by Cllr Whittall that Full Council agenda contain a standing item within which amenities may be discussed without prior notice.

It was proposed by Cllr Clarke that the Council instead re-introduces an Amenities Committee. This was seconded by Cllr Whittall. The Council voted six in favour and six against the motion.

At 8:41 Cllr Keel left the meeting via the fire exit. He then fell down the exterior steps and the meeting was immediately abandoned whilst first aid was administered and an ambulance summoned. The meeting was formally adjourned at 8:50pm with all outstanding business carried forward to the next appropriate meeting.

Meeting Closed at 8.50 pm