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Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 10th May 2017 at 7.05pm in the Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title	Resolution	Action	Power
ACM17/01	Election of Chairman.	A nomination was received on the evening in favour of Cllr Lloyd. Resolved that Cllr Lloyd be appointed Chairman for the ensuing municipal year. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (1).
ACM17/02	Signing of Declaration of Acceptance of Office by Chairman.	Cllr Lloyd signed the Declaration of Acceptance of Office, witnessed by the Clerk as Proper Officer.	Clerk to keep on file.	Local Government Act 1972, Part V, s83 (4).
Open Forum	There were no members of the press or public present and so the meeting continued without adjournment.	N/A.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).
Present	Cllrs Lloyd (in the Chair), Bygraves, Hall, Hensher (arrived 7.25pm), Martin, Noakes, O'Dell, Quirk (arrived 7.20pm), Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies)	None.			

Annual Council Meeting minutes 10th May 2017

Page | 1

Chairman.....

Date 14th June 2017.

received)				
ACM17/03	Apologies for absence. Cllrs Bennett, Doggrell, Groves, Hudson and Wallace.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1) & Sch 12, Part VI, p40.
ACM17/04	Disclosure of local and/or disclosable pecuniary interests. Cllr Bygraves declared a pecuniary interest in agenda item ACM17/18.	Resolved to accept.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
ACM17/05	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
ACM17/06	Election of Vice-Chairman.	A nomination was received on the evening in favour of BBCllr/Cllr Wheeler. Resolved that Cllr Wheeler be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM17/07	To review and adopt terms of reference for the following committees: • Allotments Working Group; • Complaints Committee; • Finance & General Purposes Committee; • Fun Fest Committee; • Leisure & Amenities Committee; • Neighbourhood Planning Steering Group*; • Planning & Environment Committee; • Roads and Footpaths Safety Steering Group; • Wootton Play Equipment Working Group.	*It was noted Terms of Reference for the Neighbourhood Planning Steering Group were currently under review and would be taken to a future Full Council meeting for review and adoption, once approved by the Steering Group. Resolved to approve all other Terms of Reference without amendment. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Standing Orders.
ACM17/08	Election of Members to the following committees: • Allotments Working Group; • Complaints Committee: to include election of Chairman; • Finance & General Purposes Committee: (Election of Chairman will be made at the next committee meeting);	Resolved to elect members in accordance with Appendix 1. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Further resolved to appoint	Clerk to take forward.	Standing Orders.

	• Fun Fest Committee; • Leisure & Amenities Committee: (Election of Chairman will be made at the next committee meeting); • Neighbourhood Planning Steering Group: (Election of Chairman will be made at the next committee meeting); • Planning & Environment Committee: (Election of Chairman will be made at the next committee meeting); • Roads and Footpaths Safety Steering Group; • Wootton Play Equipment Working Group.	BBCllr/Cllr Wheeler as Chairman of the Complaints Committee. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.		
ACM17/09	Election of representatives to outside bodies: • Charities: Robert Edward Lunniss Charity - (min 2, no max); Wootton Church & Poor's Land Charity - (min 2, no max); Wootton Poor's Land Charity - (min 2, no max); • Memorial Hall Committee - (min 2, no max); • Recreation Ground Committee – (min 1, no max); • Village Hall Committee - (min 2, no max).	Resolved to elect members in accordance with Appendix 2. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM17/10	To review and adopt all policies and procedures.	Resolved that both the Employee Salary Document and Grants Policy be taken to the Finance & General Purposes Committee for further review. Resolved to adopt all remaining policies and procedures without amendment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM17/11	To review and adopt the Risk Schedule.	Resolved to adopt without amendment. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

ACM17/12	To approve affiliation fees for 2017-18.	Resolved to approve without amendment. Proposed: Cllr Noakes. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/13	To approve a list of regular payments, including those paid by variable Direct Debit or Standing Order.	Resolved to approve without amendment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2017.
ACM17/14	To approve the continuing use of Unity Trust Bank Ltd as primary bankers and that the parish council continue to make use of online banking facilities, including the use of CHAPS and BACS payments.	Resolved to approve without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/15	To approve the continuing use of CCLA (Churches, Charities and Local Authorities) as primary deposit holders.	Resolved to approve without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/16	To approve the continuing use of Rialtas Business Solutions as providers of the parish council's accounts software.	Resolved to approve without further comment. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/17	To approve the continuing use of Viking Direct as suppliers of stationery.	Resolved the clerk look at Q-Line as a possible alternative to Viking Direct but to approve the continuing use of Viking Direct also. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM17/18	To approve the continuing use of Ace Fire & Security Ltd as providers of CCTV cameras located at the memorial hall and recreation ground.	Resolved to approve without further comment. Proposed: Cllr Noakes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Seconded: BBCllr/Cllr Wheeler. Resolved by majority vote. (Cllr Bygraves abstained from voting).		
ACM17/19	To approve the continuing use of Playsafety Ltd for all RoSPA inspections.	Resolved to approve without further comment. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/20	To approve the continuing use of a Chairman's allowance.	Resolved to approve without further comment. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/21	To approve the Clerk's continuing delegation of powers in relation to budget heading expenditure.	Resolved to approve without further comment. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/22	To approve continuing payment of Ill Health Liability Insurance to Legal & General, as part of Wootton Parish Council's membership of the Local Government Pension Scheme.	Resolved to approve without further comment. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/23	To appoint members to undertake the following: • Edit and maintain Wootton Parish Council's website (currently Cllr Lloyd and the clerk); • Edit and produce the quarterly Wootton Newsletter (min 1, no max – currently Cllr Lloyd and the clerk); • Oversee and respond to Facebook enquiries (currently Cllr Lloyd and the clerk); • Quarterly Internal Best Practice Review (min 2, no max – currently Cllrs Lloyd and Noakes).	Resolved to appoint members/officer(s) as follows: • Website: Cllr Lloyd and the clerk. • Newsletter: Cllr Lloyd and the clerk. • Facebook: Cllr Lloyd and the clerk. • Internal Best Practice Review: Cllrs Lloyd and Noakes. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2017.
ACM17/24	To approve existing signature arrangements, with regard to all bank	Resolved to approve without further	Clerk to keep on file.	Governance & Accountability for

	accounts.	comment. Proposed: Cllr Noakes. Seconded: Cllr Regmi. Resolved by all present.		Smaller Authorities in England 2017.
ACM17/25	To appoint an internal auditor to review year end accounts for 2015-16.	Resolved to appoint Gill Wiggs to undertake the internal audit for the year end accounts 2016-17 (not 2015-16 as noted on the agenda). Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2017.
ACM17/26	To review the Asset Register for year end 2017-18.	Resolved to review and approve without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2017.
ACM17/27	To confirm dates of meetings for 2017-18.	Resolved to confirm without further comment. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/28	To revisit information and guidance on the use of the General Power of Competence, awarded to Wootton Parish Council in 2015.	Resolved all information and guidance was revisited without further comment. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/29	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's website via Bedford Borough Council.	Resolved all Register of Interests Forms were up to date. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM17/30	To review and consider any updates to the Training Matrix for councillors and staff.	The clerk was instructed to add First Aid Training for Cllrs Bygraves and Lloyd.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Resolved all Training Matrices were up to date. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.		
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Meeting closed at 7.32pm.