



WOOTTON PARISH COUNCIL



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Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 9th May 2018 at 7.40pm in the Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title	Resolution	Action	Power
ACM18/001	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: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (1).
ACM18/002	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, Gibbons, Hensher, Lewis, Martin, Noakes, O'Dell, Quirk and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies)	None.			

received)				
ACM18/003	Apologies for absence. Cllrs Hudson, Regmi and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1) & Sch 12, Part VI, p40.
ACM18/004	Disclosure of local and/or disclosable pecuniary interests. Please refer to Wootton Parish Council's Code of Conduct: Click here .	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
ACM18/005	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.	Localism Act 2011, Ch 7, s33.
ACM18/006	Election of Vice-Chairman.	A nomination was received on the evening in favour of Cllr Wheeler. Resolved that Cllr Wheeler be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM18/007	Election of Members to all committees/steering groups/working groups.	Resolved to elect members in accordance with Appendix 1. Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present. Further resolved to appoint BBCllr/Cllr Wheeler as Chairman of the Complaints Committee. Further resolved that a proposed Remembrance Sunday Parade Committee not be created – but that the parade and its organisation/associated works come under the remit of the Planning & Environment Committee. Proposed: Cllr O'Dell. Seconded: Cllr Noakes.	Clerk to take forward.	Standing Orders.

		Resolved by all present.		
ACM18/008	To review and adopt Terms of Reference for all committees/steering groups/working groups and to resolve a suitable course of action.	It was noted Terms of Reference for the CIL committee were still being drafted. Resolved to review and adopt all other Terms of Reference without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM18/009	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).	It was noted the minimum requirement for representation on the Memorial Hall Committee was one councillor. Resolved to elect members in accordance with Appendix 2. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM18/010	To review and adopt all Policies and Procedures.	It was noted the Equal Opportunities policy was out of date, as there were now nine protected characteristics which should be included. Cllr O'Dell agreed to source an appropriate updated version to take to a future Full Council meeting for adoption. Resolved to review and adopt all other Policies and Procedures without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Cllr O'Dell to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/011	To review and adopt the Risk Schedule.	Resolved to review and adopt the Risk Schedule without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
ACM18/012	To approve affiliation/subscription fees for 2018-19.	Resolved to approve affiliation/subscription fees for 2018/19 without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/013	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order - to include the continued payment of all recycling credits to Wootton Poor's Land Charity.	Resolved to approve the list of regular services and payments, including those paid by variable Direct Debit or Standing Order and to include the continued payment of all recycling credits to Wootton Poor's Land Charity, without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2018.
ACM18/014	To approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments.	Resolved to approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/015	To approve the continuing use of the Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) as primary deposit holders.	Resolved to approve the continuing use of the Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) as primary deposit holders without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/016	To approve the continuing use of a Chairman's allowance.	Resolved to approve the continuing use of a Chairman's allowance without	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		further comment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.		
ACM18/017	To approve the Clerk's continuing delegation of powers in relation to budget heading expenditure.	Resolved to approve the Clerk's continuing delegation of powers in relation to budget heading expenditure without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/018	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: Cllrs Hensher, Lloyd and the clerk. • Internal Best Practice Review: Cllrs Martin and Noakes. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward/keep on file.	Governance & Accountability for Smaller Authorities in England 2018.
ACM18/019	To approve all members of the Finance & General Purposes Committee as signatories to all bank accounts/deposit funds in line with payment procedures.	It was noted Cllr O'Dell would be added as an authorised signatory following his appointed to the Finance & General Purposes Committee. Resolved to approve all members of the Finance & General Purposes Committee as signatories to all bank accounts/deposit funds in line with payment procedures without further comment. Proposed: Cllr Martin. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2018.

ACM18/020	To approve the continuing appointment of Gill Wiggs as internal auditor.	Resolved to approve the continuing appointment of Gill Wiggs as internal auditor without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2018.
ACM18/021	To review the Asset Register for year end 2018-19.	It was noted the number of benches would need to be reduced by one, following the removal of one opposite the Memorial Hall. Resolved to review and adopt the Asset Register for year end 2018-19 to include the above amendment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2018.
ACM18/022	To confirm dates of meetings for 2018-19.	Resolved to confirm dates of meetings for 2018-19 without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/023	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 Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/024	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 Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM18/025	To review and consider any updates to the Training Matrix for councillors and staff (councillors co-opted since May 2016 to complete new councillor training before September 2018).	After detailed discussion the following was resolved: • All training matrices were up to date;	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Councillors co-opted since May 2016 were required to complete new councillor training before September 2018. Proposed: Cllr Lewis. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
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Meeting closed at 8.15pm.

Committee members 2018-19

CIL Committee	Complaints Committee (to include election of Chairman/Vice Chairman if appropriate)	Finance & General Purposes Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Fun Fest Committee (to include election of Chairman/Vice Chairman if appropriate)	Leisure & Amenities Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Neighbourhood Planning Steering Group (Chairman to remain in position until either a vacancy occurs or the project is completed)	Planning & Environment Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Roads & Footpaths Safety Steering Group (Chairman/Vice Chairman to be appointed at the next committee meeting)	Wootton Play Equipment Working Group (Chairman/Vice Chairman to be appointed at the next committee meeting)
Chairman Vice-Chairman Gerald Bygraves Chris Gibbons Bob Hensher Stuart O'Dell	Chairman Vice-Chairman Paul Quirk	Chairman Vice-Chairman Gerald Bygraves Bob Hensher Stuart O'Dell Paul Quirk	Chairman Vice-Chairman Neera Regmi	Chairman Vice-Chairman Gerald Bygraves Bob Hensher Bob Wallace	Chairman Vice-Chairman Gerald Bygraves Bob Hensher Hazel Martin Jeff Noakes Stuart O'Dell Paul Quirk	Chairman Bob Hensher Hazel Martin Jeff Noakes Paul Quirk	Chairman Vice-Chairman Hazel Martin Stuart O'Dell	Chairman Vice-Chairman Gerald Bygraves Lisa Lewis Bob Hensher

Outside Bodies Representatives 2018-19

Memorial Hall	Recreation Ground Committee	Robert Edward Lunniss Charity	Village Hall	Wootton Church & Poor's Land Charity/ Wootton Poor's Land Charity
Hazel Martin	Gerald Bygraves	Neera Regmi John Wheeler	Gareth Lloyd Paul Quirk	Neera Regmi John Wheeler