



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 15th May 2019 at 7.05pm at Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title	Resolution	Action	Power
ACM19/001	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 Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (1).
ACM19/002	Signing of Declaration of Acceptance of Office by Chairman and all other members.	Cllr Lloyd signed the Declaration of Acceptance of Office, witnessed by the Clerk as Proper Officer. All other members signed their Declaration of Acceptance of Office ahead of this meeting.	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, Martin, O'Dell, Quirk and Wallace. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
ACM19/003	Apologies for absence. Cllrs Noakes and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1) & Sch 12, Part VI, p40.
ACM19/004	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM19/005	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.	N/A.	Localism Act 2011, Ch 7, s33.
ACM19/006	Election of Vice-Chairman.	A nomination was received on the evening in favour of Cllr Bygraves. Resolved that Cllr Bygraves be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM19/007	Election of Members to all committees/steering groups/working groups.	Resolved to elect members in accordance with Appendix 1. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present. Further resolved to appoint BBCllr/Cllr Wheeler as Chairman of the Complaints Committee and Cllr Lloyd as Chairman of the Fun Fest Committee. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Standing Orders.

ACM19/008	To review and adopt Terms of Reference for all committees/steering groups/working groups and to resolve a suitable course of action.	Resolved to review and adopt all Terms of Reference without further comment. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM19/009	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 Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM19/010	To review and adopt all Policies and Procedures.	Resolved to review and adopt all Policies and Procedures without further comment. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/011	To review and adopt all GDPR Privacy Notices.	Resolved to review and adopt all GDPR Privacy Notices without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/012	To review and adopt the Risk Schedule.	Resolved to review and adopt the Risk Schedule without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/013	To approve affiliation/subscription fees for 2019-20.	Resolved to approve affiliation/subscription fees for	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		2019/20 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Gibbons. Resolved by all present.		
ACM19/014	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 Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2018.
ACM19/015	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 Wallace. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/016	To approve the continuing use of Hampshire Trust Bank Ltd, Nationwide Building Society and Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) as primary deposit holders.	Resolved to approve the continuing use of the Hampshire Trust Bank Ltd, Nationwide Building Society and Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) as primary deposit holders. Proposed: Cllr Wallace. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/017	To approve the continuing use of a Chairman's allowance.	Resolved to approve the continuing use of a Chairman's allowance without further comment. Proposed: Cllr Quirk.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Bygraves. Resolved by all present.		
ACM19/018	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 Martin. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/019	To review and adopt the revised Governance & Accountability for Smaller Authorities in England 2019.	Resolved to review and adopt the revised Governance & Accountability for Smaller Authorities in England 2019 without further comment. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2018.
ACM19/020	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); • Edit and produce the Annual Report (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 Martin and Noakes).	Resolved to appoint members/officer(s) as follows: • Website: Cllr Lloyd and the Clerk; • Newsletter: Cllr Lloyd and the Clerk (Cllr Martin expressed an interest in learning more about the newsletter. Cllr Lloyd agreed to follow this up outside of this meeting); • Facebook: Cllrs Hensher, Lloyd and the Clerk; • Internal Best Practice Review: Cllrs Martin and Noakes. Proposed: Cllr Quirk. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2018.
ACM19/021	To approve all members of the Finance & General Purposes Committee as signatories to all bank accounts/deposit funds in line with all appropriate payment procedures.	Resolved to approve all members of the Finance & General Purposes Committee as signatories to all bank	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2018.

		accounts/deposit funds in line with payment procedures without further comment. Proposed: Cllr Wallace. Seconded: Cllr Gibbons. Resolved by all present.		
ACM19/022	To approve the continuing appointment of Keens Shay Keens as internal auditor.	Resolved to approve the continuing appointment of Keens Shay Keens as internal auditor without further comment. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2018.
ACM19/023	To review and adopt the Asset Register for year 2019-20 to date.	Resolved to review and adopt the Asset Register for year end 2019-20 without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/024	To confirm dates of meetings for 2019-20.	Resolved to confirm dates of meetings for 2019-20 without further comment. Proposed: Cllr Quirk. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/025	To approve the parish council continue to use the General Power of Competence, initially awarded in 2015.	Resolved the parish council continue to use the General Power of Competence. Proposed: Cllr Bygraves. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM19/026	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's Website via Bedford Borough Council.	It was noted all Register of Interests Forms required completing as new, as this was a year of elections.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM19/027	To review and consider any updates to the Training Matrix	Resolved that all training matrices	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	for councillors and staff.	were up to date. Proposed: Cllr Bygraves. Seconded: Cllr Gibbons. Resolved by all present.		
--	----------------------------	---	--	--

Meeting closed at 7.30pm.

Committee members 2019-20

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 & Pavements Safety Steering Group (Chairman/Vice Chairman to be appointed at the next committee meeting)
Chairman Vice-Chairman Chris Gibbons Bob Hensher Stuart O'Dell John Wheeler	Chairman Vice-Chairman Chris Gibbons Paul Quirk John Wheeler	Chairman Vice-Chairman Bob Hensher Stuart O'Dell Paul Quirk John Wheeler	Chairman Vice-Chairman John Wheeler	Chairman Vice-Chairman Chris Gibbons Bob Hensher Bob Wallace	Chairman Vice-Chairman Bob Hensher Hazel Martin Jeff Noakes Stuart O'Dell Paul Quirk John Wheeler	Chairman Vice-Chairman Bob Hensher Hazel Martin Jeff Noakes Paul Quirk	Chairman Vice-Chairman Chris Gibbons Hazel Martin Stuart O'Dell

Outside Bodies Representatives 2019-20

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	Hazel Martin John Wheeler	Gareth Lloyd Paul Quirk	Stuart O'Dell John Wheeler