



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the Virtual Annual Council Meeting of Wootton Parish Council held via Zoom on Wednesday 5th May 2021 at 7.30pm.

Agenda no	Agenda item title	Resolution	Action	Power
ACM21/001	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 O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (1).
ACM21/002	Signing of Declaration of Acceptance of Office by Chairman and all other members.	Cllr Lloyd signed the Declaration of Acceptance of Office, virtually 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, Hensher, Mapesa, Noakes, O'Dell, Quirk, Randell and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	Cllr Lennox.			
ACM21/003	Apologies for absence. Cllrs Martin and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1) & Sch 12, Part VI, p40.
ACM21/004	Disclosure of local and/or disclosable pecuniary interests.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.

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Chairman.....

Date 9th June 2021

	None.			
ACM21/005	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.
ACM21/006	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 Wheeler. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM21/007	Election of Members to all committees/steering groups/working groups.	Resolved to elect members in accordance with Appendix One. 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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Standing Orders.
ACM21/008	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 Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM21/009	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 1, no max); • Recreation Ground Committee – (min 1, no max); • Village Hall Committee - (min 2, no max).	Resolved to elect members (including Wootton Community Centre) in accordance with Appendix Two. Proposed: Cllr Lloyd. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM21/010	To review and adopt all Policies and Procedures.	Resolved to review and adopt all Policies	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		and Procedures without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.		
ACM21/011	To review and adopt all GDPR Privacy Notices.	Resolved to review and adopt all GDPR Privacy Notices without further comment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM21/012	To review and adopt the Risk Schedule.	Resolved to review and adopt the Risk Schedule without further comment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM21/013	To approve affiliation/subscription fees for 2021/22.	Resolved to approve affiliation/subscription fees for 2021/22 without further comment. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM21/014	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 Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2020.
ACM21/015	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.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.		
ACM21/016	To approve the continuing use of Hampshire Trust Bank Ltd, National Westminster Bank Plc, Nationwide Building Society, Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities) and Triodos Bank UK Ltd as primary deposit holders.	Resolved to approve the continuing use of all listed entities as primary deposit holders. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM21/017	To approve the continuing use of a Chairman's allowance.	Resolved to approve the continuing use of a Chairman's allowance (£500 per annum) without further comment. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM21/018	To approve the Clerk's continuing delegation of powers in relation to budget heading expenditure.	It was noted Terms of Reference circulated ahead of this meeting had been extended to cover a wider ranging Scheme of Delegation. Resolved to accept the revised Terms of Reference 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.
ACM21/019	To review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2021.	Resolved to review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2021 without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM21/020	To appoint members to undertake the following: Quarterly Internal Best Practice Review (min 2, no max – currently Cllrs Martin and Noakes).	Resolved to appoint councillors as follows: Quarterly Internal Best Practice Review: Cllrs Martin and Noakes. Proposed: Cllr Bygraves.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.

		Seconded: Cllr Lloyd. Resolved by all present.		
ACM21/021	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.	Following the resignation of Cllr Quirk as a member of this committee and subsequent appointment of Cllr Denton as replacement (but non-signatory), it was resolved to approve all existing signatories (subject to the above amendments) to all bank accounts/deposit funds in line with payment procedures without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
ACM21/022	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 Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
ACM21/023	To review and adopt the Asset Register for year 2020/21 to date.	Resolved to review and adopt the Asset Register for year end 2020/21 with one amendment to the bench in Cause End Road/Tithe Barn Road which was still in situ. Cllr O'Dell agreed to undertake an inventory of all dog and litter bins as it was clear some dog bins at least, required replacing. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2020.
ACM21/024	To confirm dates of meetings for 2021/22.	Resolved to confirm dates of meetings for 2021/22 without further comment. Proposed: Cllr O'Dell.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Quirk. Resolved by all present.		
ACM21/025	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's Website via Bedford Borough Council.	Cllrs Hensher, Noakes and O'Dell requested new Register of Interests Forms. Resolved to note the above and that all other councillor Register of Interests Forms were considered up-to-date. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM21/026	To review and consider any updates to the Training Matrix for councillors and staff.	Resolved that all training matrices 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.

Meeting closed at 7.30pm.

ACM21/007Committee members 2021-22

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 * Bob Hensher Stuart O'Dell John Wheeler	Chairman * Vice-Chairman * Paul Quirk John Wheeler	Chairman * Vice-Chairman * Bob Hensher Denton Mapesa Stuart O'Dell John Wheeler	Chairman * Vice-Chairman * John Wheeler	Chairman * Vice-Chairman * Bob Hensher Bob Wallace	Chairman * Vice-Chairman * Bob Hensher Hazel Martin Jeff Noakes Stuart O'Dell Paul Quirk Keith Randell John Wheeler	Chairman * Vice-Chairman * Bob Hensher Jeff Noakes Paul Quirk Keith Randell	Chairman * Vice-Chairman * Denton Mapesa Hazel Martin Stuart O'Dell Keith Randell

Chairman is Cllr Gareth Lloyd and the Vice-Chairman is Cllr Gerald Bygraves.

**Currently suspended whilst the Neighbourhood Plan Steering Group remains in operation.

ACM21/009

Outside Bodies Representatives 2021-22

Community Centre Charitable Trust	Memorial Hall Committee	Recreation Ground Committee	Robert Edward Lunniss Charity	Village Hall Committee	Wootton Church & Poor's Land Charity/Wootton Poor's Land Charity
Cllr Bygraves Cllr Hensher Cllr Mapesa	Cllr Martin	Cllr Bygraves	Cllr Martin BBCllr/Cllr Wheeler	Cllr Hensher Cllr Lloyd Cllr Quirk Cllr Wallace	Cllr Noakes Cllr O'Dell BBCllr/Cllr Wheeler