



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 17th May 2023 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
ACM23/001	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 O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (2).
ACM23/002	Signing of Declaration of Acceptance of Office by Chairman.	Cllr Lloyd signed the Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council.	Clerk to keep on file.	Local Government Act 1972, Part V, s83 (4).
ACM23/003	Signing of Declaration of Acceptance of Office by all other councillors and to resolve that those councillors not present be permitted to sign their Declaration of Acceptance of Office at a future meeting of Full Council.	All other members present signed their Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council. Resolved to permit members <u>not present</u> at this meeting to sign their Declaration of Acceptance of Office at or before a future meeting of Full Council. The clerk confirmed she was awaiting	Clerk to take forward.	Local Government Act 1972, Part V, s83 (4).

		new Register of Interest Forms from Bedford Borough Council and would circulate them for completion when received.		
Open Forum	There were no members of the press or public present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1 (1).
Present	Cllrs Lloyd (in the chair), Hensher, Noakes, O'Dell and Tyerman. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Mapesa.			
ACM23/004	Apologies for absence. Cllrs Bygraves, Randell, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40..
ACM23/005	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM23/006	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.
ACM23/007	Election of Vice-Chairman.	Cllr Bygraves had expressed his willingness to be elected Vice-Chairman ahead of this meeting. 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 Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM23/008	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	Clerk to take forward.	Standing Orders.

		Committee and Cllr Lloyd as Chairman of the Fun Fest Committee. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.		
ACM23/009	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 O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM23/010	Election of representatives to outside bodies: • Community Centre Charitable Trust – (min/max not known); • Memorial Hall Committee – (min 1, no max); • Recreation Ground Committee – (min 1, no max); • Robert Edward Lunniss Charity – (min 2, no max); • Village Hall Committee – (min 2, no max); • Wootton Church & Poor's Land Charity – (min 2, no max); • Wootton Poor's Land Charity – (min 2, no max).	Resolved to elect members in accordance with Appendix Two. Proposed: Cllr Lloyd. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM23/011	To review and adopt all Policies and Procedures.	Resolved to review and adopt all Policies and Procedures without further comment. Proposed: Cllr Hensher. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM23/012	To review and adopt all GDPR Privacy Notices.	Resolved to review and adopt all GDPR Privacy Notices without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM23/013	To approve affiliation/subscription fees for 2023/24.	Resolved to approve affiliation/subscription fees for 2023/24 without further comment.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.		
ACM23/014	To review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2023.	Resolved to review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England 2023 without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM23/015	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order.	Resolved to approve the list of regular services and payments, including those paid by variable Direct Debit or Standing Order without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/016	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 Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM23/017	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 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.
ACM23/018	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.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
ACM23/019	To appoint members to undertake the following: Quarterly Internal Best Practice Review (min 2, no max).	Resolved to appoint councillors as follows: Quarterly Internal Best Practice Review: Cllrs Noakes and Randell. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/020	To re-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 Cllr Tyerman's appointment as a member of the Finance & General Purposes Committee, it was resolved to add Cllr Tyerman as an authorised signatory to all bank accounts/deposit funds in line with all appropriate payment procedures. Further resolved to re-approve all existing signatories to all bank accounts/deposit funds in line with payment procedures. Proposed: Cllr Seconded: Cllr Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/021	To approve the appointment of GKP Chartered Accountants (who acquired the business of Keens Shay Keens – previous internal auditor) as internal auditor.	Resolved to approve the appointment of GKP Chartered Accountants as internal auditor without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
ACM23/022	To review and adopt the Asset Register for year 2023/24 to date.	Resolved to review and adopt the Asset Register for year end 2023/24 without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.

		Resolved by all present.		
ACM23/023	To confirm dates of meetings for 2023/24.	Resolved to confirm dates of meetings for 2023/24 without further comment. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM23/024	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's Website via Bedford Borough Council.	Not applicable in a year of elections as all members must complete new Register of Interests Forms within 28 days of election.	N/A.	Localism Act 2011, Ch 1, s1-8.
ACM23/025	To review and consider any updates to the Training Matrix for councillors and staff.	Resolved to accept all training matrices as up to date. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM23/026	To approve Wootton Parish Council's continuing use of the General Power of Competence, initially awarded in 2015 and renewed in 2019.	Resolved to approve the parish council's continued use of the General Power of Competence without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file	Localism Act 2011, Ch 1, s1-8. Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Meeting closed at 7.25pm.

ACM23/008**Committee members 2023-24**

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 (including Roads & Pavements Safety Steering Group) (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)
Chairman * Vice-Chairman * Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr O'Dell Cllr Tyerman Cllr Wheeler	Chairman * Vice-Chairman * Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr O'Dell Cllr Randell Cllr Wallace	Chairman * Vice-Chairman * Cllr Hensher Cllr Noakes Cllr O'Dell Cllr Randell Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr Noakes Cllr O'Dell Cllr Randell Cllr Tyerman

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

ACM23/010Outside Bodies Representatives 2023-24

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 Lloyd	To be appointed at June's Full Council meeting	Cllr Bygraves	Cllr Tyerman Cllr Wheeler	Cllr Hensher Cllr Lloyd Cllr Wallace	Cllr Noakes Cllr O'Dell Cllr Wheeler *Cllr Tyerman expressed an interest in joining this charity and Cllr O'Dell agreed to establish if numbers permitted his appointment. If permitted, the appointment would be made at a future meeting of Full Council