

## ALPHETON PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT ALPHETON VILLAGE HALL ON 13<sup>th</sup> MAY 2019 AT 7.30 PM

Present: Madeline Gray, Bridget Sumner, John Nunn and the Clerk Nicola Smith. John Nunn (present as District Councillor) and Richard Kemp (as County Councillor). No members of the public present.

1. Election of Chairman and Vice Chairman: Following discussion Cllr Gray proposed and Cllr Nunn seconded the proposal for Cllr Sumner to become the Chair of the Parish Council. Cllr Sumner kindly agreed to the role. Cllr Sumner proposed and Cllr Nunn seconded a proposal for Cllr Gray to become the Vice Chair. Cllr Gray kindly agreed to take the role of Vice Chair. Both Cllr Sumner and Cllr Gray discussed that as new Cllrs they would appreciate as much help as possible from their fellow Cllrs. Discussion about Cllrs taking portfolio roles, for example highways portfolio, planning portfolio to assist both the Chair and Vice Chair. Clerk to place this on the Agenda for the August meeting for further discussion/agreement.
2. Chairman to sign the Acceptance of Office form: Cllr Sumner and Cllr Gray duly signed their Acceptance of Office forms as Chair and Vice Chair respectively in the presence of the Proper Officer. As a new Parish Council term, Cllr Nunn also signed his Acceptance of Office form.
3. Apologies: Cllr Rix sent his apologies he was unwell. Cllr Moore also sent his apologies he was returning from abroad on the day of the meeting.
4. Declarations of Interest: None.
5. Approve Minutes of the Meeting held on 2<sup>nd</sup> April 2019: Cllr Sumner proposed and Cllr Nunn seconded that the Minutes were a true and accurate record of the meeting.
6. Matters Arising: Matters had been updated throughout the year at meetings and reported in Minutes.
7. Public Forum: No members of the public present.
8. Correspondence (all general correspondence has been circulated to Cllrs) No correspondence to discuss at this meeting.
9. District and County Councillor's Reports:

Reports provided at the Annual Parish Meeting which had taken place just prior to this meeting and reported within the Minutes of that meeting.

#### 10. Clerk's Report

- i. consider and approve schedule of items awaiting authorisation. Clerk will provide this at an additional finance meeting in June 2019 (see 10v below);
- ii. to consider a report on the Council's financial position (see 10v below);
- iii. to approve grass cutting arrangements for 2019-2020. Cllrs agreed that they would like the grass cutting arrangement to remain as they had in 2018-2019.
- iv. to approve purchase of bin for the bus shelter on the green. Cllrs considered the two types and prices of bins and agreed that the lower cost bin in the sum of £48.90 excluding VAT would be suitable. Cllrs further agreed to instruct Mr Peter

Signed.....

Dated.....

Rix to install the bin. Clerk will arrange to purchase the bin on behalf of the PC and instruct Mr Rix.

- v. Update on the Annual Governance and Accountability Return. Clerk advised that she would need to arrange an additional meeting prior to the end of June 2019 to present the completed AGAR and Certificate of Exemption to the PC. Date of additional meeting to be arranged.

11. To review and approve Standing Orders and Financial Orders:

Clerk advised that she had checked the SALC website for any relevant updates to Standing Orders and Financial Order and there were none. The current documents remain up to date. Cllrs agreed to review the documents in 2020 or if urgent updates were advised by SALC in the meantime.

12. Parish Councillors reports (if any): None

13. Planning: no new planning matters

14. Date and time of next meeting: Clerk will arrange a Meeting in June 2019 (finances).

Cllrs agreed to meetings on 6 August, 1<sup>st</sup> October and 3 December 2019.

Meeting closed: 8.10pm

DRAFT

Signed.....

Dated.....