

WEST WINCH PARISH COUNCIL
MINUTES OF ANNUAL COUNCIL MEETING HELD ON 17TH MAY 2018

The above meeting was held at the Village Hall, William Burt Centre, commencing at 7.35pm

PRESENT: Cllr P Foster, Cllr P Burt, Cllr B Thrower, Cllr Mrs M Summers, Cllr T Gibson, Cllr J Lamb, Cllr Mrs J Leamon, Cllr Burke, Mrs S Watts (clerk/RFO) 6 residents, County Councillor Ms A Kemp.

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Burt that Cllr Foster be elected as Chairman for the forthcoming year and this was seconded by Cllr Thrower. There were no other nominations and all those present were in favour of Cllr Foster being elected.

2. SIGNING OF THE ACCEPTANCE OF OFFICE

Cllr Foster duly signed the Acceptance of Office which was countersigned by the Clerk.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Borough Cllr P Gidney.

4. ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Foster that Cllr Mrs Summers be elected as Vice Chairman for the forthcoming year however Cllr Mrs Summer informed the councillor of her resignation at the end of this meeting so refused. Cllr Foster proposed Cllr Lamb who refused. Cllr Mrs J Leamon agreed to be Vice Chairmen for the forthcoming year and this was seconded by Cllr Burke. There were no other nominations and all those present were in favour of Cllr Mrs Leamon being elected.

5. CO-OPTION OF RESIDENTS TO VACANT COUNCILLOR SEATS

The Clerk reported that although vacancies remained on the Parish Council no-one had come forward to volunteer their services.

6. SIGNING OF THE ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN

Cllr Mrs Leamon duly signed the Acceptance of Office which was countersigned by the Clerk.

7. TO CONFIRM MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 18TH MAY 2017

Cllr Lamb proposed and Cllr Mrs Summers seconded with everyone who had been present at the previous Annual Meeting in favour of the minutes being a true and correct record and were duly signed.

8. TO REPORT MATTERS ARISING

There were no matters arising.

9. TO DISCUSS NEW MODEL STANDING ORDERS PROPOSED BY NALC

it was decided the new standing orders did not meet the council's requirements as they contained reference to sub committees and our Parish Council have working parties, the clerk will re write. New standing orders deferred to the next monthly meeting.

10. TO DISCUSS CURRENT FINANCIAL REGULATIONS AND ANY CHANGES REQUIRED

Current financial regulations were excepted. Cllr Lamb proseed that they are to be reviewed over the coming year and to update if required

11. TO CONSIDER THE CURRENT TERMS OF REFERENCE FOR THE SIX WORKING GROUPS

Planning Working Group – to add that within a year of joining the planning group the Cllrs must attend a training session at the Borough Council.

Finance Working Group – It was agreed no change was required

Street Lighting Working Group – It was agreed no change was required

Playing Fields and Maintenance Working Group – It was agreed no change was required

Consultation Working Group – It was agreed no change was required

Health & Wellbeing Working Group – It was agreed no change was required.

12. TO APPOINT AT LEAST FOUR COUNCILLORS (INCLUDING A CHAIR) ONTO EACH PARISH COUNCIL WORKING GROUPS

Each Council Working Group was discussed and it was agreed that the current membership of the Working Groups remain the same with the exception of Cllr Mrs Summers being removed from the planning working group.

- a) Planning Working Group Cllr Burt, Cllr Dell, Cllr Thrower. Planning working group will discuss and decide on a new Chairman the next time they meet. **vacancy**
 - b) Finance (and Grants) Working Group Cllr Lamb (Chair), Cllr Thrower, Cllr Watts, **vacancy**
 - c) Street Lighting Working Group Cllr Dell (Chair), Cllr Burke, Cllr Burt, **vacancy**
 - d) Playing Field Working Group Cllr Burt (Chair), Cllr Thrower, Cllr Lamb, Cllr Foster
 - e) Consultation Working Group Cllr Foster (Chair), Cllr Dell, Cllr Watts, **vacancy**
 - f) Health and Wellbeing Working Group Cllr Burke (Chair), Cllr Burt, Cllr Thrower, **vacancy**
- Due to a number of councillor vacancies it was agreed to not fill vacancies in the Planning, Finance, Street Lighting, Consultation and Health & Wellbeing Working Groups until residents are co-opted.

13. TO APPOINT PARISH REPRESENTATIVES ONTO OUTSIDE GROUPS

- a) Hall Management Committee. It was agreed Cllr Burke would continue as PC representative.
- b) Neighbourhood Planning Steering Group (West Winch/North Runcton) it was agreed this group was no longer needed.
- c) Internal Drainage Board. It was agreed Cllr Thrower will continue in this role representing the PC.

14. ACCOUNTS & FINANCE

The clerk handed out copies of the financial audit to all Cllrs and it was proposed by Cllr Foster that the annual governance and accountability return be approved for the previous year and this was seconded by Cllr Lamb with everyone in favour. The paperwork was duly signed by the Chairman and Clerk. These accounts will now be sent to the external auditor, PKF Littlejohn.

- 15.** The meeting closed at 7.45 pm.

Signed _____

Dated _____