

**WEST WINCH PARISH COUNCIL**  
**MINUTES OF ANNUAL COUNCIL MEETING HELD ON 21<sup>ST</sup> MAY 2019**

The above meeting was held at the Village Hall, William Burt Centre, commencing at 7.30pm

PRESENT: Cllr P Burt, Cllr B Thrower, Cllr T Gibson, Cllr J Lamb, Cllr Mrs J Leamon, Cllr M Everitt, Mrs S Watts (clerk/RFO) 10 members of the public, County Councillor Ms A Kemp.

**1. ELECTION OF CHAIRMAN**

It was proposed by Cllr Mrs J Leamon that Cllr T Gibson 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 Gibson being elected.

Cllr Gibson introduced himself to the council explaining his career and interests. He thanked Mr P Foster for all his hard work and efforts while he was in post as chairman.

**2. SIGNING OF THE ACCEPTANCE OF OFFICE**

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

**3. TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Dell.

**4. ELECTION OF VICE-CHAIRMAN**

It was proposed by Cllr Lamb that Cllr Mrs Leamon be elected as Vice Chairman for the forthcoming year. Mrs J Leamon agreed to be Vice Chairmen for the forthcoming year and this was seconded by Cllr Burt. 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 there had been 5 enquiries for co-option Mrs Judy Jackson, Mr Peter Jackson, Mr Ray Shearn and Mr David Skerritt. All four candidates introduced themselves to the council and it was proposed by Cllr Lamb that all be accepted on to the council. This was seconded by Cllr Burt and all were in favour.

**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 17<sup>TH</sup> MAY 2018**

It was proposed by Cllr Thrower and seconded by Cllr Lamb 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 ADOPT NEW MODEL STANDING ORDERS**

As 4 new members have just been accepted on to the council it is agreed to move this to the next meeting so they can have time to consider the new standing orders.

**10. TO ADOPT NEW FINANCIAL REGULATIONS**

As 4 new members have just been accepted on to the council it is agreed to move this to the next meeting so they can have time to consider the new financial regulations.

**11. TO DISCUSS NEW SIGNATORY FOR BANK MANDATE.**

As Mr P Foster is no longer on the council, he must be removed from the bank signatory list. This was discussed and it was agreed that as Cllr Mrs Jackson was the previous clerk to the council, she has knowledge of the council's finances and she would be a good chose. She agreed to this and all were in favour.

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

It was agreed that these would be looked at be the members of each working group. They should consider if any changes need to be made. This will be discussed at the next meeting.

**13. 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 a chair will be appointed to each group at the next meeting.

- a) Planning Working Group Cllr Burt, Cllr Dell, Cllr Thrower, Cllr Mrs Jackson
- b) Finance (and Grants) Working Group Cllr Lamb, Cllr Thrower, Cllr Everitt, Cllr Skerritt.
- c) Street Lighting Working Group Cllr Dell, Cllr Burt, Cllr Shearn, Cllr Jackson
- d) Playing Field Working Group Cllr Burt, Cllr Thrower, Cllr Lamb, Cllr Skerritt
- e) Consultation Working Group Cllr Mrs Leamon, Cllr Dell, Cllr Jackson, **vacancy**
- f) Health and Wellbeing Working Group Cllr Thrower, Cllr Everitt, Cllr Mrs Jackson, **vacancy**

Due to there being one vacancy on the council and there is someone interested in that place it is agreed to leave the two vacancies in Consultation and Health & Wellbeing Working Groups until they are co-opted.

**14. TO APPOINT PARISH REPRESENTATIVES ONTO OUTSIDE GROUPS**

- a) Hall Management Committee. It was agreed Cllr Shearn and Cllr Mrs Jackson would be the PC representative.
- b) Internal Drainage Board. It was agreed Cllr Thrower will continue in this role representing the PC.
- c) Neighbourhood Planning Steering Group (West Winch/North Runcton). It was agreed last year that this group was no longer needed. However, it was decided to appoint Cllr Mrs Leamon and Cllr Mrs Jackson on to this group as it was felt it is still needed with all the proposed development in the village.

**15. ACCOUNTS & FINANCE**

The clerk handed out copies of the financial audit to all Cllrs and it was proposed by Cllr Lamb that the annual governance and accountability return be approved for the previous year and this was seconded by Cllr Mrs Jackson 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. It was asked by Cllr Shearn if the Village Hall should be included in the assets register. This is something no one was sure about so it will be looked into further.

- 16.** The meeting closed at 8.05 pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_