

# Defford and Besford Parish Council

## Minutes of the Annual Meeting of the Parish Council

of Tuesday 12th May 2015

at Defford Village Hall

Present: Cllrs Ron Davis, Ian Spiers, Patricia Steel, Jane Thompson, Hazel Wakefield and Clive Woods

Also present: Linda Blake, Clerk; Robert Bemand; (left at 8pm) 4 members of the public.

### **1. Election of Chairman of the Council and signing of the declaration of office**

Cllr Clive Woods was elected as Chairman of the Council and signed his declaration of office, witnessed by the Parish Clerk.

### **2. Election of Vice-Chairman of the Council**

Cllr Jane Thompson was elected as Vice-Chairman of the Council and signed her declaration of office, witnessed by the Parish Clerk.

### **3. Apologies for Absence and Declaration of Interest**

None.

### **4. Declarations of Interest**

None.

### **5. Minutes of the Parish Council Meeting held on Tuesday 24 March 2015**

It was **RESOLVED** that the minutes of the meeting of the 24<sup>th</sup> March 2015 be accepted and signed as a true record.

### **6. To nominate representatives to the following outside bodies;**

#### **a) The Planning Committee**

It was **RESOLVED** that the Planning Committee should include all Councillors who are not members of Wychavon District Council. Councillor Jane Thompson was elected as Chairman of the Planning Committee.

#### **b) The Finance and General Purpose Committee**

It was **RESOLVED** that the Finance and General Purpose Committee would be made up of Councillors Ian Spiers, Jane Thompson, Hazel Wakefield and Clive Woods. Councillor Clive Woods was elected as Chairman of this committee.

#### **c) Defford Relief in Need**

It was **RESOLVED** that Hazel Wakefield would continue as the Parish Council's representative for Defford Relief in Need. Ex-Councillor Sonja Lee would also continue on this committee.

#### **d) Village Hall Management Committee**

It was **RESOLVED** that Councillor Patricia Steel would continue as the Parish Council's representative on the Village Hall Management Committee.

### **7. To confirm the Bank Signatories / Bank Mandate**

It was **RESOLVED** that Councillors Spiers and Wakefield would continue as Bank Signatories and that Councillors Thompson and Woods would be added to the Bank Mandate to replace former Councillors Bemand and Lee who are no longer members of the Parish Council.

### **8. Co-option – to set a date to fill by co-option 3 vacant seats on the Parish Council**

It was noted that it was Council should try and fill the current vacancies on the Parish Council as soon as possible but that the next meeting was now not scheduled until August.

It was **AGREED** that the co-option of 3 members to the Parish Council would take place at the next Parish Council meeting on 11 August 2015. It was further **AGREED** that these vacancies should be advertised in the Parish Newsletter and by word of mouth.

### **9. To agree the dates and venues of future meetings for the year**

It was **AGREED** that the next meetings would take place on the following dates:

11<sup>th</sup> August 2015 at Besford Court Community Hall,

13<sup>th</sup> October 2015 at Defford Village Hall

1<sup>st</sup> December 2015 at Defford Village Hall

12<sup>th</sup> January 2016 at Defford Village Hall

22<sup>nd</sup> March 2016 at Defford Village Hall

It was **AGREED** that the Annual Parish Meeting and Annual Meeting of the Parish Council should take place on the same evening in 2016. The Parish Clerk will speak to the Bookings Manager at the Village Hall and organise a date in late May 2016 when the two meetings can be held one after another.

### **10. To review the following**

#### **a) Standing Orders**

A new draft of Standing Orders had been prepared by the clerk based on the 2014 NALC model and with amendments / insertions made so that the Standing Orders fit the needs of Defford and Besford Parish Council.

Council **RESOLVED** to adopt the new Standing Orders for Defford and Besford Parish Council.

#### **b) Financial Regulations**

A new draft of Financial Regulations had been prepared by the clerk based on the 2014 NALC model. Amendments had been made to this model so that it would fit the needs of the Parish Council.

Council **RESOLVED** to adopt the new Financial Regulations for Defford and Besford Parish Council with two minor points being clarified.

It was **AGREED** that the internal auditor should be changed every few years to ensure the best levels of independence possible.

It was also **AGREED** that the Clerk's salary should now be paid by standing order / BACS and this would be put in place as soon as the necessary arrangements could be made.

#### **c) Asset Register & Risk Assessment**

The Asset Register and Risk Assessment procedure was noted by the Parish Council. Members of the Parish Council made comments regarding the valuation of some of the items on the Asset Register. It was noted that for accounting purposes Assets owned by Parish Council were stated at purchase price and not at re-valued or depreciated value.

It was **AGREED** that the strimmer should be removed from the Asset list as from 1 April 2015.

The Parish Council **AGREED** to defer the following matters to be discussed at Council meetings later in the Council year;

#### **d) Review of delegation arrangements**

- e) Review of the terms of reference for committees
- f) Review of the council's complaints procedure
- g) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and
- h) Review of the council's policy for dealing with the press/media

### **11. Planning**

(a) New applications

There were no new applications in this period.

(b) Wychavon District Council decisions

W/13/02118/OU: Defford Motors, Upton Road, Defford	Pending Consideration
W/15/00256/PP: Church Farm House, St Peters Lane, Besford	Permitted
W/15/00260/PN: Home Farm, St Peters Lane, Besford	Permitted
W/15/00576/PP: 1 Lower Drive, Besford	Permitted

### **12. Finance**

a) To approve any payments due

The following invoices totalling £3,865.61 were approved for payment:

New Farm Grounds Maintenance, Works to Spring Bank Footpath – Special Project;  
 Defford Village Hall Trust, Hall Hire 24/03/15 and reissue of lost cheque for hire Sep 2014;  
 Worcestershire CALC, Annual Subscription; N Power, Street Lighting for the 4<sup>th</sup> Quarter;  
 Salary Payments for March and April 2015; New Farm Grounds Maintenance, Lengthsman work April 2015.

b) To approve the Accounts for the financial year 2014/15

It was **RESOLVED** to approve the Accounts for the financial year 2014/15.

c) To approve the Annual Return for the financial year 2014/15

It was **RESOLVED** to approve the Annual Return for the financial year 2014/15.

### **13. Insurance**

The Council's insurance is due for renewal on 1 June 2016. The Parish Clerk had tried to obtain 3 quotes for the next year in accordance with good practice, but had only been able to secure 2.

The 2 quotes received were discussed in detail and it was **RESOLVED** that the Parish Council would enter a three year contract with Company B who were not the Council's current supplier, but had submitted a very competitive quote.

### **14. Use of New Homes Bonus Money**

The Parish Clerk informed the meeting that the Village Hall Management Committee were progressing the landscaping project and the Parish Council would administer the funds for this project as required.

The money for the notice board had been requested and the board placed on order.

Some members of Council expressed concern at the proposed location of the notice board at the entrance to the village hall car park. The clerk informed members that any change to this agreement would need to be formally discussed at a future council meeting.

It was **AGREED** to list this as an agenda item for the next Parish Council meeting on 11<sup>th</sup> August.

## **15. Councillors reports**

a) County Councillor A Hardman  
Cllr Hardman was not present.

b) District Councillor R Davis

Cllr Davis advised that he was very pleased to have been re-elected to serve on Wychavon District Council. The new leader and chairman of the Council would be elected at the District Council meeting tomorrow. (20 May) Cllr Davis also explained that interviews for positions on the executive board would also be taking place shortly.

c) Parish Councillors

- i. Cllr Steel stated that the signage for the recent works being undertaken by Highways in Defford and Besford had been extremely unhelpful and many people had become confused by the diversion routes. She had asked the County Highways Department to try and improve the road maintenance signage.
- ii. Cllr Steel also expressed concern about the usage of the local bus. Unless this service continued to be used, then it was likely that it would be lost. It was suggested that a timetable could be put in the Parish Magazine and more timetables made available within the village.

## **16. Correspondence for Information**

- i. A report from the Local PCSO about two thefts locally was noted.
- ii. A tree preservation order for 2 trees on the Besford Court Estate was also noted.

## **17. To confirm date of the next meeting**

The Annual Parish Meeting will take place on Tuesday 26<sup>th</sup> May 2016 at 7:45pm

The date of the next Parish Meeting will be Tuesday 11<sup>th</sup> August at Besford Court Community Hall.

The meeting was closed at 9:30pm.

## **Public Questions / Comments**

- i. A parishioner commented on the state of the Millennium Green and asked that the Parish Council take action to improve this. The hedges had become very overgrown and the gate was partly broken and in a bad state of repair.  
It was NOTED that the Parish Council needed to arrange some more regular maintenance of the hedges in this area and prices would be obtained from two of the Council's contractors for this work.
- ii. A question was also asked about the possible display of railway memorabilia at the Annual Parish Meeting.  
It was confirmed that there would be a display of these items at the Annual Parish Meeting on 26 May and that an advert had been placed in the Parish News to make this more widely known.
- iii. It was stated that Archers Transport had now left the Railway yard in Defford and that this situation should now be monitored as to how this land would now be used.

Signed by the Chairman .....

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