

DODFORD WITH GRAFTON PARISH COUNCIL

Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 11 May 2017 in Dodford Village Hall

Present: Cllrs Rachel Jennings, Rory Lydon, Alwyn Rea and Christine Thomas

In attendance: County Councillor Shirley Webb, Clerk Kay Stone and six members of the public

1. Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Churchill at the April Parish Council meeting agreed to continue for another year as Chairman and as no other nominations have been accepted, Cllr Churchill will be elected at the June Parish Council meeting.

2. Election of Vice Chairman and Vice Chairman's Declaration of Acceptance of Office

Cllr Rea proposed Cllr Thomas as Vice Chairman, Cllr Jennings seconded and all approved. The Vice Chairman then signed the declaration with the Clerk adding her signature.

3. Councillor's Declaration of Acceptance of Office

All Councillors signed their Declaration of Acceptance of Office with the Clerk adding her signature.

Vice Chairman Cllr Thomas then chaired the meeting

4. Apologies

Councillor Vicky Churchill gave her apologies, reasons for which were accepted.

5. Declarations and Register of Interests

- i. None declared for this meeting
- ii. None declared for this meeting

6. Reports for information:

- i. The Parish Council wished to record their thanks to the former County Councillor Sheila Blagg for all her support and hard work and welcomed the new County Councillor Shirley Webb who introduced herself.
- ii. District Councillor Karen May was congratulated on her election as County Councillor for Clent Hills. Cllr May then reported that it had been a busy year and updated the Parish Council on the following items:
 - a. The District Plan has been adopted
 - b. Green Belt review grading the Green Belt
 - c. Sustainability plan for hospitals
 - d. Acute Hospital Trust – findings after June
 - e. LTP4
 - f. Better Bromsgrove with Waitrose opening and M&S food opening October 2017 with three or four large brand companies in the pipeline
 - g. Need for sustainable communities with the area having the sixth lowest salary in the West Midlands and the largest percentage of youngsters moving out
- iii. The Clerk reported that
 - a. she has been advised by CALC that Worcestershire County Council (WCC) is not going to support the MyParish web pages and she will apply for a grant to set up a Parish Council website;

- b. the closing date for the Bromsgrove District Council (BDC) New Homes Bonus Application for grants is 16 June. The Parish Council to approach Cllr Webb for support in securing a gate in Woodland Road from WCC;
- c. she has received the signed contract for the purchase of the telephone box in Priory Road, and
- d. the defibrillator will be installed on 16 May at 1pm.

7. Membership of Committees and Organisations

- i. It was agreed that Cllr Churchill will be the Council's representative on Worcestershire CALC
- ii. Membership of the Planning Committee was agreed as follows:
 - Cllr Churchill
 - Cllr Jennings
 - Cllr Lydon
 - Cllr Rea
 - Cllr Thomas

8. Minutes of previous meeting

Approval of the Minutes for the Parish Council meeting held on 28 April 2017 was proposed by Cllr Rea and seconded by Cllr Jennings after which they were signed by the Vice Chairman as being a true record.

9. Insurance

- i. The Clerk confirmed the legal expenses cover is £500k with Came & Co.
- ii. Cllr Thomas proposed, Cllr Lydon seconded and all agreed that the Parish Council should accept the quote from Came & Co.

10. Finance

- i. The Council's internal financial controls and internal audit arrangements and the Annual Risk Assessment were reviewed after which both documents were signed by the Vice Chairman.
- ii. Cllr Thomas proposed, Cllr Rea seconded and all agreed to approve the Annual Governance Statement 2016/2017 which was signed by the Vice Chairman.
- iii. Cllr Thomas proposed, Cllr Lydon seconded and all agreed to approve the Accounting Statements for 2016/2017 which was signed by the Vice Chairman.
- iv. Deposit account as at 28 April 2017 - £16,329.00
Current account as at 28 April 2017 - £1,392.35
Payments - Acceptance proposed by Cllr Rea and seconded by Cllr Thomas:
 - Bank transfer:
 - a. Clerk's salary - £306.61
 - b. Expenses - £253.35 (Use of telephone and internet line £5; Storage £5; Travel 12 miles @ 45p/mile £6.72; Postage for Annual Report mailings £196.00; Stationery – envelopes and paper £35.23)
HMRC - £76.60
 - c. Allen Farnsworth (Lengthsman duties for April and petrol) - £202.00
 - d. Cheques:
 - e. Came & Co (insurance renewal) - £168.00
 - f. Parish Magazine Printing (printing 340 copies of the Annual Report) - £83.30
 - g. Diane Malley (fee for internal audit) - £70

11. Correspondence received – for information

Items of correspondence received since the last meeting was noted.

12. Councillors co-option

It was proposed by Cllr Rea, seconded by Cllr Jennings and unanimously agreed to co-opt Lynne Griffin on to the Parish Council. Cllr Griffin signed her Declaration of Acceptance of Office with the Clerk adding her signature. The Clerk to send Cllr Griffin a Declaration of Pecuniary Interests form to complete.

13. Councillors items

There were no items to discuss.

The meeting closed at 7.14pm.

Signed.....Chairman