

DODFORD WITH GRAFTON PARISH COUNCIL

Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 21 May 2018 in Dodford Village Hall

Present: Cllrs Lynne Griffin, Rachel Jennings, Rory Lydon, Alwyn Rea and Scottie Sanderson

In attendance: Clerk Kay Stone and eight members of the public

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

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

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

Cllr Jennings proposed Cllr Lydon as Vice Chairman, Cllr Griffin 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.

Chairman Cllr Jennings then chaired the meeting

4. Apologies

District Councillor Karen May 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

No report from the Clerk

7. Membership of Committees and Organisations

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

8. Minutes of previous meeting

Approval of the Minutes for the Parish Council meeting held on 23 April 2018 was proposed by Cllr Lydon and seconded by Cllr Sanderson after which they were signed by the Chairman as being a true record.

9. Insurance

The Clerk confirmed that Came & Company had waived the £50 admin fee for 2018/2019 and Cllr Lydon proposed their quote be accepted. Cllr Jennings seconded and all approved.

10. High Wood, Nutnells Wood and Big Wood

Cllr Rea reported on the tour of the Woods with David Banks, who is acting for the family who own the woods, following receipt of the proposed Management Plan which was discussed at the April meeting. It was agreed that Cllr Rea would pull together points discussed on the walk and at the April meeting, for the Clerk to circulate to Parish Councillors for approval prior to submitting to David Banks.

11. Finance

- i. The Council's internal financial controls and internal audit arrangements and the Annual Risk Assessment were reviewed, and their adoption was proposed by Cllr Lydon, seconded by Cllr Sanderson and agreed by all, after which both documents were signed by the Chairman.
- ii. Cllr Rea proposed, Cllr Sanderson seconded, and all agreed to approve the Annual Governance Statement 2017/2018 which was signed by the Chairman.
- iii. Cllr Lydon proposed, Cllr Rea seconded, and all agreed to approve the Accounting Statements for 2017/2018 which was signed by the Vice Chairman.
- iv. Cllr Jennings proposed, Cllr Sanderson seconded, and all agreed to approve the Clerks' new pay scale as per The National Joint Council for Local Government Services from 1 April 2018. As the Clerk has not had an appraisal or Parish Council salary increase since November 2014, Cllr Jennings and Cllr Lydon agreed to discuss this with the Clerk and report back at the June meeting.
- v. Payments for May
 - a. Deposit account as at 28 April 2018 - £19,214.68
 - b. Current account as at 28 April 2018 - £379.29
 - c. Cheques still to go through:
 - i. Dodford Village Hall - £180.00
 - d. Payments by bank transfer - Acceptance proposed by Cllr Griffin and seconded by Cllr Lydon:
 - i. Clerk's salary - £311.26
 - ii. Expenses - £286.04 (Use of telephone and internet line £5; Storage £5; Travel 18 miles @ 45p/mile £8.10; Postage for Annual Report mailings £174.00; Stationery – envelopes and paper £34.45; Stationery – colour and black printer ink £58.82 and Postage £0.67)
 - iii. HMRC - £79.60
 - iv. Allen Farnsworth (Lengthsman duties for April and petrol) - £205.00
 - v. Came & Co (insurance renewal) - £168.00
 - vi. Dodford Village Hall (Hire of hall from 31 July 2015) - £376.00
 - vii. Dodford PCC (Parish Council Grant) - £500.00
 - viii. Dodford Children's Holiday Farm (Parish Council Grant) - £350.00
 - ix. Diane Malley (fee for internal audit) - £75.00

12. Planning

The Parish Council reiterates their comments on the planning appeal for The Woodlands, Woodland Road, Dodford.

13. Correspondence received – for information

Items of correspondence received since the last meeting was noted.

14. Councillors co-option

The Clerk reported she had received a call from a resident who wished to know more about being co-opted on to the Parish Council. The Clerk had sent information and an invitation to attend the meeting to which the resident accepted. To be discussed further at the next meeting.

15. Councillors items

The Chairman reminded the meeting that the Parish Council still has vacancies for a Footpath Officer and a Tree Warden. To be discussed at the next meeting.

The meeting closed at 7.10pm.

Signed.....Chairman

DRAFT