**MINUTES**

**ANNUAL MEETING OF THE PARISH COUNCIL**

**Held at Kington & Dormston Village Hall**

**May 14th 2018 at 8:00pm**

**Present :** Cllr M. Tilt (Chair)

Cllr I. Bull

Cllr P. Collins

Cllr C. Farman

Cllr P. Laight

Cllr J. Tonry

County Councillor R. Adams

District Councillor L. Robinson

Clerk

3 members of the public

**PUBLIC QUESTION TIME** - There were no questions from the Public.

1. **Election of Chairman and Declaration of Office –** Cllr Tilt was elected to the post of Chairman and signed the Declaration of Office.
2. **Apologies**

Cllr D. Carvill and **Non-attendance** of Cllr B. Trebbett

1. **Election of Vice-Chairman and Declaration of Office –** as the current Vice Chairman, Cllr Trebbett, was not in attendance it was agreed to postpone the election of Vice-Chairman until the July meeting.
2. **Declaration of Interest**

Disclosable Pecuniary Interest – none recorded

Other Disclosable Interest – none recorded

1. **Grants for Dispensation** – none requested
2. **To approve the Minutes**

The minutes of the Ordinary Parish Council Meeting held on 12th March 2018 were approved and signed by Chair. The minutes of the Extra-Ordinary Meeting of the Parish Council held on April 18th were annotated by Clerk in pen to include *“Fiona Argyle, Footpath Officer commented that she approved of the pathway”* in respect of the minute relating to Footpath – Little Ashdene Farm, the minutes were then approved and signed by Chair.

1. **To consider and approve the Council’s Scheme of Delegation**

The Council approved and Chair signed the Scheme of Delegation pertaining to;

1. Staffing Committee – no change of representatives were recorded.
2. Planning – the Council resolves to delegate the responses to the District Council on planning applications referred for consultation to the Clerk in consultation with three members of the Council. In appropriate circumstances the Clerk may decide that the consultation be referred to the next Council meeting or one to be specially convened by the Clerk.
3. **To review and adopt the Council’s Financial Regulations**

The Council reviewed and adopted the new Financial Regulations which had been circulated to Councillors in advance of the meeting. Chair signed the Financial Regulations for file.

1. **To review and adopt the Council’s Standing Orders**

The Council reviewed and adopted the Standing Orders which had been circulated to Councillors in advance of the meeting. Chair signed the document for file.

1. **To appoint individual Councillors to the following roles**
   1. Parish Path Warden– Cllr Tilt was elected to continue as Parish Path Warden.
   2. Village Hall Representative– Cllr Laightwas elected tocontinue as Village Hall Representative.
2. **Progress Reports for Information**
3. **Clerks Report**

Clerk circulated a report for April and May 2018.

**Actions taken** included: end of year accounts for 2017/18 have been completed. Internal audit undertaken. Governance documentation prepared for Council approval. Lloyds Bank have made change to mandate with new Clerk now identified as the contact/address. Councillors were asked to sign consent for agenda’s to be sent to them by email. Clerk confirmed that studies for the CiLCA qualification have now commenced and should take approximately one year to complete.

**GPDR Update**

Confirmation that Parish Councils do not need to appoint a Data Protection Officer has been received from NALC. Clerk has begun implementing the action plan as set out by SLCC. Councillors were asked to complete individual consent forms re. their personal data held/used by the Parish Council. Clerk informed that the law is effective from May 25th, but compliance is not compulsory at that time, however proof of action is. Clerked advised the Council that Worcestershire CALC are holding training on 12th June, Clerk would like to attend and split costs between three parishes – the session is open to Councillors too. To meet NALC recommendations it is necessary to register with ICO (Information Commissioners Office), note this expense is not within the budget set for year.

**Proposed Meeting Dates for year 2018/19**

July 9th, September 10th, November 12th, January 14th, March 11th, May 13th  - dates were approved.

**Clerk presented the following payments for approval**;

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|  | Description | Amount £ | Chq No. |
| (i) | CALC affiliation fee | £272.73 | 00391 |
| (ii) | SLCC Membership \* | £ 21.50 | 00392 |
| (iii) | Internal Auditor | £ 20.00 | 00393 |
| (iv) | Salary | £350.00 | 00394 |
| (v) | Parish Expenses | £101.66 | 00395 |
| (vi) | Insurance Renewal | £410.39 | 00396 |
| (vii) | ICO Registration \* | £ 35.00 | 00397 |

\*Not within budget set for year.

1. **Telephone Box** – Cllr Tilt advised that there were no further developments. It is believed that the Police purchased the telephone box with the intention of installing a defibrillator. Awaiting news of outcome.
2. **Grafton Society** – Cllr Tonry reported that she and Cllr Trebbett had attended a meeting on 3rd April 2018. Attended by Jonathan Boaz of Huddington Ward, Saleway PC and Mark Broughton-Taylor, Clerk to Flyford Flavell, Grafton Flyford and North Piddle PC, Tony Hughes of Grafton Society and Marcus Fellows a Charities Consultant. The persons in attendance were elected to be members of the Charity known as “The Grafton Society”. A mandate was completed for HSBC Bank. The intention is for local charities to apply for funds. Once funds have been allocated, the Society will cease to exist.
3. **NHBS Funding** – Clerk confirmed that Wychavon DC had supplied a statement showing that £10,864 is available for Kington and Dormston.
4. **District Councillor Report –** no further report was given, as already reported to APM.
5. **County Councillor Report –** no further report was given, as already reported to APM.
6. **Highways**

Clerk reported that the Highways Team have submitted a Lengthsman Scheme Agreement for the forthcoming year, Clerk has forwarded the contract to the Parish Lengthsman for confirmation. Clerk confirmed that claims for repayment from the Lengthsman Scheme had been submitted for the outstanding invoices of the 2017/18 year. Clerk has requested that due to the exceptional circumstances these funds are taken from the budget for 2017/18, rather than the current accounting year to avoid shortfall in funds for the Parish Council later in 2018/19.

1. **Planning**

Chair confirmed that:

1. 18/00619/Full – Mill House Residential – pending
2. 18/00565/CLE – Brooklyn Farm Bungalow – pending
3. 18/00334/FUL – Alcester Road Service Stn – approved
4. **Finance**
5. Clerk outlined the report from the Internal Auditor. ***Action: Clerk to publish.***
6. The Council approved the Annual Governance Statement of 2017/18. ***Action: Clerk to publish.***
7. The Council approved the Accounting Statements of 2017/18. ***Action: Clerk to publish.***
8. The Council approved the Schedule of Fixed Assets. ***Action: Clerk to query whether defibrillators should be included.***
9. The Council approved the proposed dates for Exercise of Public Rights for 11th June to 20th July 2018. ***Action: Clerk to publish.***
10. The Council approved the Insurance Renewal document, however there was a query relating to whether the defibrillators should be included in the policy. ***Action: Clerk to check.***
11. Clerk presented the proposed payments (see Clerks Report) these were approved by the Council and cheques signed.

1. **Correspondence**

The Council had received a letter from the Church Wardens of St James’, Kington, dated 11th May 2018. Chair read the letter to the Council. The letter referred to a request for the Parish Council to pay invoices pertaining to the excavation and electrical work necessary for the installation of the defibrillator at St James’ Church, Kington. Clerk relayed advice from Worcestershire CALC relating to the fact that Parish Councils ‘may not contribute toward the maintenance or improvement of Church land or property’. The Council felt that these “works” were not intended to improve or maintain Church property, but clarification is required relating to the trench. ***Action : Clerk to establish whether the excavation costs relate only to the proportionate trench for the defibrillator (not the lighting to the steps). Subject to be brought forward to July meeting.***

1. ***Councillors Reports and Items for future agenda***
2. Cllr Collins reported that a resident in Kington Lane had complained that recently a dog owner had thrown a bag of dog faeces over his garden fence. Cllr Collins asked if a bin or dog fouling signs could be provided to deter dog owners from this sort of anti-social activity. ***Action: Cllr Robinson commented that she could provide signs.***
3. Cllr Tonry reported that on Church Lane, the verge by the Church needs to be actioned by the Lengthsman, it has been discussed previously. ***Action: Clerk to follow up with Lengthsman.***
4. Cllr Laight reported that on Kington Lane, from Foxgloves (opposite Church) going down the lane, by the passing place, the verge on the left potentially needs a culvert. Currently water can’t escape. ***Action: Clerk to inform Lengthsman***.
5. **Date of Next Meeting**

To confirm the date of the next Ordinary Parish Council Meeting is scheduled for the 9th July 2018 at 7:45pm at Kington and Dormston Village Hall.

Meeting closed at 9:05pm.

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Signed - Chairman