**Minutes of Annual General Meeting**

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| **Subject:** | | | **Elmley Lovett Parish Council Annual General Meeting** | | | | |
| **Location:** | | | **Cutnall Green & District Memorial Hall** | | | | |
| **Date and time:** | | | **Held on 7th May 2019 at 19.35 hours** | | | | |
| **Present:** | | | |  | | --- | | J Bache (JB) | | J Homer (JH)  A Aston (AA)  A Stringer(AS)  Councillor A Miller (AM)  N Wright (Clerk)(NW) | | Chairman | | | |
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| **Apologies:** | | | County Councillor P Tomlinson (PT)  R Pinner(RP) |  | | | |
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| **Distribution** | | | Parish Councillors  District Councillors  County Councillor  Parish notice board |  | | | |
| **Date issued:** | | | 14th May 2019 | | | | |
| **Item** |  | | | | **Action** | |
|  | **Election of Chairperson**  Jane Bache Proposed by: AS, Seconded by JH | | | |  | |
| 2 | **Declaration of acceptance of office by Chairperson**  Jane Bache accepted election. She thanked everyone for all their help over the last 12 months and particularly Bill Boddy who had stepped down from the Council. | | | |  | |
| 3 | **Election of Vice Chairperson**  Rod Pinner Proposed by AA, Seconded by JH | | | |  | |
| 4 | **Declaration of acceptance of office by Vice Chairperson**  Rod Pinner although absent from the meeting had agreed to continue as Vice-Chairman. | | | |  | |
| 5 | **Declarations of interests**  Mr Aston and Mrs Bache are members of the Memorial Hall Committee. Jane Bache is a member of the Foster Trust. | | | |  | |
| 6 | **Droitwich Rural West Local Police report**  None submitted. | | | | **Action** | |
| 7 | **Chairman’s report** JB presented a report (attached) | | | |  | |
| 8 | **Hall Committee Representative report**  AA presented a report. (Attached) | | | |  | |
| 9 | **Playground Warden report**  JB presented a report (attached) | | | |  | |
| 10 | **Tree Warden and Footpaths Warden report**  Combined with the Playground report | | | |  | |
| 11 | **Appointment of Responsible Financial Officer**  N Wright Proposed by JH, Seconded by JB | | | |  | |
| 12 | **Appointment of Playground Warden**  J Bache Proposed by: AS, Seconded by JH | | | |  | |
| 13 | **Appointment of Tree and Footpaths Warden**  R Needham Proposed by: AS, Seconded by AA | | | |  | |
| 14 | **Appointment of officers to other bodies:** | | | |  | |
| 14.1 | **Hall Committee Representative**  A Aston Proposed by JH, Seconded by AS | | | | **Action** | |
| 14.2 | **Appointment to Foster Trust**  **Jane Bache** Proposed by JH, Seconded by AS | | | |  | |
| 15. | **Appointment of Internal Auditor**  L Moore, CIMA Accountant Proposed by AA, Seconded by JB  All in favour. | | | |  | |
| 16. | **Review of draft Accounts for the year ended 31 March 2019.**  The draft accounts were presented to the meeting. The books were with the internal auditor and were due to be signed off before the next meeting. The certificate of exemption was signed by the chairman and will be sent to the external auditor. | | | |  | |
| 17. | **Review and adoption of Financial Regulations and Risk Assessment schedule**  Risk assessments and Financial Regulations had been circulated and adopted by the Council. Proposed by JB seconded by AS | | | |  | |
| 18. | **Minutes of meeting held on 9th April 2019**  The minutes of the above meeting were approved and signed. | | | |  | |
| 19. | **Matters arising and outstanding actions** | | | |  | |
| 19.a | **Lengthsman**  JB had spoken to Bill Waldron who had been ill for about 2 months. NW to see if there was an existing lengthsman in a neighbouring parish who could undertake any urgent work whilst Bill was recovering. | | | | NW | |
| 19b19b | **Playing Fields equipment & mowing of the football pitch.**  JB summarised the details on the safety inspection report, nothing being of major concern. The rubber on the swings needs replacement and the seesaw canvas is broken. JH volunteered to organise matting around the swings area. The application for the New Homes Bonus grant would come up before the committee in June. The work on the football pitch had started. | | | | JH | |
| 19c | **Bench in memory of Aubrey Campbell:**  JB reported that the price for a new bench was £548+ VAT and a further £30 for concrete posts kit. Although it was thought expensive, after discussion the Council decided to go ahead with the purchase and installation. | | | | JB | |
| 19d | **Vacancy on Council.**  Joe Stringer to consider joining the council | | | |  | |
| 20. | **Planning** | | | |  | |
| 20.1 | | Planning Ref 18/02592/FUL Change of use of land and buildings to equestrian use at Little Acton Farm-Approved by Wychavon.  Planning Ref 19/00683/AGR Application for prior approval for an agricultural building. Additional information required by Wychavon before consideration. | | | |

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| 21. | **Bank balances and financial transactions requiring authorisation** |  |
| 21.1 | |  |  | | --- | --- | | Bank balances  At 30.04.19 | £ | | Barclays current account no. 40319465 | 13096.64 | |  |  | |  |
| 21.2 | |  |  | | --- | --- | | Payments due – authorisation required | £ | | BHIB Ins | 570.39 | | T Rogers | 180.00 | |  |
|  | |  |  | | --- | --- | | CALC | 206.24 | |  |  | |  |
| 22. | **Correspondence for circulation**  All correspondence had been circulated. |  |
| 23 | **District Councillor’s Report:** AM outlined the latest make up of Wychavon District Council following the elections on May 2nd and reported upon the current progress of the Council .He looked forward to working with those in Lovett & North Claines Ward over the next 4 years. There would be some re-generation of Droitwich high street and the planning legislation will change so that living above shops will be permitted. There would also be investment in parks and green spaces and schemes to improve the biodiversity of parishes with more trees and flowers thus reducing the need for grass cutting. |  |
| 24 | **County Councillor’s Report**  Not available |  |
| 25 | **Items of Parochial Interest:**   * Keys to the playing fields were given to JB. * JH has taken over the battery charging and changing of the VA signs. * There had been comments about the length of the grass on the playing fields. Need to have it cut every 3 weeks. * AA reported again that there was a lump of concrete near to Green End cottage which was dangerous to drivers. To be reported to Highways. * NW reminded Councillors about the need to complete the election expenses return if they hadn’t already done so. * Also, a new register of member’s interests had to be completed by May 31st and sent to Kim Paul at Wychavon. |  |
| 26 | **The Meeting closed at 8.37pm** |  |
| 24. | **Next meeting**  Tuesday 11th June 2019 at 19.30 hours at Cutnall Green & District Memorial Hall. |  |