

ALDERTON PARISH COUNCIL

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MINUTES: of the Annual Parish Council meeting held in Alderton Village Hall on Tuesday 14th May 2019 at 7.30pm.

PRESENT: Parish Councillors: Keith Page, Dennis Rayton, Mike West
Borough Councillor: Jim Mason

IN ATTENDANCE: Tamsin James, Clerk
0 parishioners

- 1. Election of Chairman and acceptance of office** - It was unanimously agreed that Keith Page be elected as Chairman for the forthcoming year and he duly signed the acceptance of office.
- 2. To accept apologies for absence** – apologies were accepted from County Councillor Roger Wilson.
- 3. Election of Vice-Chairman and acceptance of office** - It was unanimously agreed that Dennis Rayton be elected as Vice-Chairman for the forthcoming year and he duly signed the acceptance of office.
- 4. To co-opt parish councillors for unfilled vacancies.** Three applications for co-option had been received. As a further two parishioners had expressed an interest in joining the Parish Council, but were on holiday, it was agreed to defer the co-option to the June meeting so that all applications could be considered at the same time.
- 5. To sign Acceptance of office as Councillors and Register of Member's Interests.** All members completed and signed a new Register of Member's Interests Form and Mike West signed the Declaration of Acceptance of Office.
- 6. To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2018-19.** Councillors reviewed and agreed the Annual Governance Statement. The Chairman and Clerk duly signed Section 1 of the Annual Return.
- 7. To approve the Parish Council's accounts and Section 2 of the Annual Return for 2018/19 for submission to PKF Littlejohn for Audit and to note the internal auditor's report and recommendations.** All agreed that the accounts be approved and the Chairman signed Section 2 – Accounting Statements 2018/19 of the Annual Return. The Internal Audit had been completed by David Percy and he had reported that there were no matters requiring attention.
- 8. To review and agree 2019/20 Insurance arrangements** Quotes had been obtained from three insurers: Zurich, BHIB and Came & Co (Zurich had been unable to provide a competitive quotation). The cover was reviewed and all agreed to accept the quotation from BHIB, at a cost of £272.99. (LGA 1972 s.111).
- 9. To review and agree Allotment Rental for next 12 months** It was agreed that plot rentals should be increased as follows: full plot = £55, ½ plot = £30, ¼ plot = £25, southern plot = £21 & apprentice = £15.
- 10. To review and adopt the following Parish Council documents.** All the documents were reviewed and it was unanimously agreed to adopt the following without any amendment: Standing Orders, Code of Conduct, Data Protection (General Privacy Notice and forms), Financial Regulations, Asset Register and Risk Assessment.

- 11. To agree dates and times of the Parish Council's 2019/20 Ordinary Meetings.** The following dates were agreed: **2019:** 18 Jun, 16 Jul, 20 Aug, 17 Sept, 15 Oct, 19 Nov, 17 Dec. **2020:** 21 Jan, 18 Feb, 17 Mar, 21 Apr, 19 May. The Parish Council would meet every two months but the interim dates were reserved in case a meeting was required in between.
- 12. To elect Planning Committee.** It was agreed that Keith Page, Dennis Rayton and Mike West would look at smaller applications.
- 13. To elect Chairman of Neighbourhood Development Plan Group.** It was unanimously agreed that Mike West be elected as Chairman of the Alderton Neighbourhood Development Plan Committee.
- 14. To appoint Allotment Supervisor.** It was unanimously agreed that Dennis Rayton be elected as Allotment Supervisor.
- 15. To appoint Village Hall Representative.** It was agreed to defer this appointment until more Parish Councillors were co-opted.

This concluded the Annual Parish Council business and an Ordinary Meeting of the Parish Council followed.

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Chairman

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Date