

Woodhurst Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Wednesday 11th May 2016 at 7.30pm in the Village Hall

Present

Cllr Alistair Marr - Chairman
Cllr Andy Notman
Cllr Liz Bosworth
Cllr Alan Bosworth
Cllr Terry Huggins
Cllr Neil Farbon
Sarah Mizuro - Clerk

2 members of the public were present

- 1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office -**
Councillor Alistair Marr was unanimously elected Chairman, proposed by Cllr Huggins, seconded by Cllr Notman.
- 2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office –** Councillor Farbon was unanimously elected as Vice Chairman, proposed by Cllr Marr, seconded by Cllr Notman.
- 3. Election of Councillors to Other Duties –** Duties were divided as follows:

Cllr Terry Huggins	Countryside Watch
Cllr Neil Farbon	Footpaths and Parish Council rep PCC
Cllr Notman	Planning
Cllr Liz Boswoth	Village Hall rep
Cllr Andy Notman	Website/Newsletter co-ordinator and Parish Plan rep
Cllr Neil Farbon	Liasion
Cllr Alan Bosworth	Maintenance
- 4. Councillor's to sign their "Acceptance of Office Return" & "Financial Declaration" -**
Documents completed.
- 5. Apologies and reasons for Absence –** CC Steve Criswell, DC Graham Bull
- 6. Members declaration of Interest for items on the Agenda –** none received

The meeting was closed for members of the public to raise questions.

None received.

- 7. Minutes - to approve the minutes of the meeting held on 16th March 2016 -** The minutes of the meeting held on 16th March 2016 were signed by the Chairman as being a true and correct record.
- 8. To approve and adopt the Standing Orders –** The standing orders were approved and readopted.
- 9. To approve and adopt the Financial regulations –** these were approved and adopted.
- 10. To review the Council asset register –** assets were reviewed and councillors agreed there should be no change this. The assets were approved and adopted.
- 11. To review the Council Policies:**
 - **Code of conduct**

- **Complaints procedure**
- **Data Protection**
- **Freedom of Information**
- **Health and Safety**
- **Management of records**

These were approved and adopted. Proposed by Cllr Notman, seconded by Cllr Marr.

12. To review any correspondence received

- Speedwatch – Cllr Notman has received an email from Speedwatch and it was suggested that they are invited to speak at the next meeting.

13. First Responder Kit – A presentation was given of the first responder kit which is currently shared with Somersham. A donation was requested towards a kit to be kept in the village. This would allow a very quick response time to any parishioners requiring this service. A donation of £500 was proposed by Cllr Marr. Cllr Notman to check the rules covering such donations. First Responders were advised that a formal letter of request should be sent to the Parish Clerk.

14. Maintenance Role – The possibilities for scheduling maintenance within the village were discussed and it was agreed that a list of items to be undertaken would be compiled for the next meeting.

15. Finance

I. To sign and approve the Annual Return for year ended 31st March 2016 – the Annual Return has been completed. Cllr Marr signed accordingly.

II. To sign any cheques for payment – cheques issued:

- a. Cheque 100975 – EON (telephone box electricity)
- b. Cheque 100976 – CAPALC membership 2016/17

III. To approve the Clerk’s salary and acknowledge tax position – the clerk’s salary was approved.

16. Calendar of Meetings for Year 2016/2017 – it was decided that meetings should be held monthly as a trial until the end of 2016 – Cllr Notman proposed, Cllr A Bosworth seconded.

Dates of meetings:

- Wednesday June 8th**
- Wednesday July 20th**
- August – no meeting**
- Wednesday September 7th**
- Wednesday October 12th**
- Wednesday November 9th**
- Wednesday December 7th**

17. To discuss items arising from the Annual Parish Meeting – None.

18. To raise any items for next meeting –

- Speedwatch
- First Responder Kit
- Maintenance
- Projects

Meeting closed at 9.17pm