

Newnham Parish Council & Burial Authority

Page 1

Minutes the Annual Parish Council meeting held on Monday 20th May 2019 at 7.00 p.m. in the Armoury Hall, Newnham on Severn

In attendance: Chair Cllr Weeden, Cllrs, F Bihlmeier, J Isaac-Holland, C Kenny, J Larkham, S. O'Leary & L. Love. Plus, the Clerk & District Cllr N Packer no members of the public were present.

1. To Elect a Chairman

Cllr Weeden was elected as Chair unopposed (proposed Cllr Bihlmeier, seconded Cllr Kenny). On accepting the position, he duly signed the Declaration of Office.

2. To Receive and Accept Apologies for Absence

Cllr N Hughes.

Prior to the start of the meeting the chair welcomed Cllr Isaac- Holland to council and congratulated District Cllr Nicky Packer on her election. He also acknowledged the commitment to the parish by Graham Murray who had decided not to stand for re-election after 26 years' service.

3. To Elect a Vice Chairman

Cllr N Hughes was elected un-opposed (Proposed Cllr Larkham. Seconded Cllr Bihlmeier).

4. To approve the minutes of the previous council meeting on 29th April 2019

Minutes of the April meeting were duly approved

5. To review and approve the latest issue of the Asset Register confirmed as correct by Cllr Bihlmeier and the clerk.

Cllr Bihlmeier and the clerk advised council that the asset register (as circulated with the meeting pack) was complete and accurate with assets having been reviewed in detail by them both prior to the meeting. It was **resolved** to approve the register.

6. To receive from the clerk confirmation of insurance cover for all insurable risks

The clerk confirmed that he had reviewed the insurance cover (currently a three-year deal, now in year two) and that cover was adequate.

7. To consider and approve the latest revision of the risk register

After consideration it was **resolved** to approve the risk register

8. To consider and confirm council's eligibility for "General Power of Competence" status

The clerk confirmed council was eligible to hold the "General Power of Competence" status. The 8 current councillors were nominated at the ordinary election and were elected unopposed, meeting the 2/3rds requirement of elected councillors. A further requirement (a qualified clerk) is also met as the clerk is CiLCA qualified.

9. To review current subscriptions to other bodies and agree continuation

(currently GAPTC £360, ICO £35, Allotment society £66, Glos Playing fields £50,)

After discussion it was **resolved** to continue with subscriptions to the above bodies, except for the Allotment Association.

Newnham Parish Council & Burial Authority

Page 2

10. **To Agree Standing Committees and remit thereof** – (currently Finance and Employment, Highways, Planning & Burials)

Finance

- **To agree number of members** - Currently 5
- I. To elect members of Committee**
Previously Cllrs F. Bihlmeier (Chair) N. Hughes,
J. Larkham, C. Kenny & T Weeden

After discussion it was **resolved** to re-elect the previous committee unopposed

Highways

- **To agree number of members** - Currently 3
- II. To elect members of Committee**
Previously Cllrs J Larkham & L Love S. O’Leary

After discussion it was **resolved** to re-elect the previous committee unopposed

Planning

- **To agree number of members** – Currently 3
- **To elect members of Committee**
Previously Cllrs F Bihlmeier & C Kenny & S. O’Leary.

After discussion it was **resolved** to re-elect the previous committee unopposed and to add Cllr Isaac-Holland

Burials

- **To agree number of members** – Currently 3 (inc Co-opted PCC rep)
- **To elect members of Committee**

After discussion it was **resolved** to re-elect Cllr N Hughes, Cllr O’Leary and invite Mr A Curtis to continue as a Co-opted member from the PCC .

11. **To Consider appointments of Councillors to external Bodies.**

- **A48 Committee** Previously Cllr S O’Leary

After discussion it was **resolved** to re-elect Cllr O’Leary unopposed

12. **To Consider appointment of Liaison Cllrs to other Organisations**

- **Allotment Holders** Previously Cllr Larkham

After discussion it was **resolved** to re-elect Cllr Larkham unopposed

13. **To Review and Adopt revised Standing Orders (2018 revision)**

After discussion it was agreed that standing orders were up to date, and it was resolved to re-adopt them.

14. **To Review and adopt financial regulations updated to Jan 16 issue**

After discussion it was agreed that financial regulations were up to date, and it was resolved to re-adopt them.

15. **To Consider re- adoption of all procedures.**

Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, & Code of Conduct

After discussion it was agreed that all procedures were up to date, and it was **resolved** to re-adopt them.

Newnham Parish Council & Burial Authority

Page 3

16. **To consider re -adoption of a General data Protection Regulations (GDPR) procedure.**
After discussion it was agreed that GDPR procedures were up to date, and it was **resolved** to re-adopt them.
17. **To confirm Bank Signatories and agree additional signees**
Previously Cllrs F Bihlmeier, C Kenny, L Love, S. O’Leary & T Weeden Plus Clerk.
After discussion it was agreed that Cllrs J Issac-Holland & N Hughes would be added to the approved signatories and that Cllr Love (at her request) would be removed
Note: Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
18. **To Confirm payment of Aviva Insurance, Green Octopus utility (clock Tower) Npower utility (changing rooms), Vodafone mobile & PWLB loan by Direct Debit**
It was **resolved** to continue paying on direct debit
19. **Confirmation of dates for Council and committee meetings during 2019/20**
It was **resolved** to confirm them as per full Schedule previously agreed.

There being no further business the meeting closed at 7.20 pm

Signed

Date.....