

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL

Minutes the Annual Parish Council meeting held on Tuesday 4th May 2021 at 7.00 p.m.

Held as a virtual Zoom meeting.

In attendance: Chair Cllr N Hughes, Cllrs, F Bihlmeier, J Larkham, L. Love S. O’Leary, , G Moir, M Penny & S Tempest Plus the Clerk, no members of the public were present.

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1. **To Elect a Chairman & complete declaration of office**
Cllr Hughes was re-elected as Chair unopposed (proposed Cllr O’Leary, seconded Cllr Moir). The Clerk advised that he will forward the declarations of office form for signature.
2. **To Receive and Accept Apologies for Absence**
None
3. **To Elect a Vice Chairman & complete declaration of office**
Cllr Moir was proposed by Cllr Larkham, seconded by Cllr Love. There being no further proposals Cllr Moir was elected unopposed The Clerk advised that he will forward the declarations of office form for signature
4. **To approve the minutes of the previous council meeting on 26th April 2021**
Minutes of the 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 confirmed that the asset register had been reviewed with the Clerk for accuracy and agreed as correct.
6. **To receive from the clerk confirmation of insurance cover for all insurable risks**
The Clerk confirmed that insurance cover was in place via a 3 year agreement with PEN insurance.
7. **To consider and approve the latest revision of the risk register**
The risk register was reviewed and duly approved.
8. **To consider and confirm council’s eligibility for “General Power of Competence” status**
The Clerk confirmed that the requirements of 6 elected Cllrs and a qualified Clerk were met. G P of C remains valid.
9. **To review current subscriptions to other bodies and agree continuation**
(currently GAPTC £380, ICO £35, Glos Playing fields £50,) After discussion it was **resolved** to continue to subscribe to these organisations.
10. **To Agree Standing Committees and remit thereof** – (currently Communications, Finance and Employment, Highways, Planning & Burials)

Finance

- **To agree number of members** - Currently 5
- **To elect members of Committee**

Currently Cllrs F. Bihlmeier (Chair) N. Hughes, C. Kenny & G. Moir

It was **resolved** that Cllr Penny should join the existing committee members and that Cllr Moir would remain a non signatory for audit purposes.

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Highways

- **To agree number of members** - Currently 3
After discussion it was **resolved** to increase the committee members to 4.
- **To elect members of Committee**
Currently Cllrs J Larkham & L Love S. O'Leary
It was **resolved** that Cllr Penny should join the existing committee members

Planning

- **To agree number of members** – Currently 3
After discussion it was **resolved** to increase the committee members to 4.
- **To elect members of Committee**
Currently Cllrs F Bihlmeier, C Kenny & S. O'Leary.
It was **resolved** that Cllr Penny should join the existing committee members

Burials

- **To agree number of members** – Currently 3 (inc Co opted PCC rep)
- **To elect members of Committee**
Currently Cllr N Hughes, G Moir & Mr A Curtis (Co opted PCC) .
It was **resolved** that the existing Cllr members would continue. Cllr Hughes would speak to the PCC regarding the co-opted member and advise the Clerk

Communications

- **To agree number of members** – Currently 3 + Clerk (Admin back up)
- **To elect members of Committee**
Currently Cllrs Hughes, Love & Tempest.
It was **resolved** that the existing members would continue.
- **To agree terms of reference**
It was **resolved** that the terms of reference approved at the March meeting were agreed

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

- **A48 Committee** currently Cllr S O'Leary

It was **resolved** that Cllr O'Leary would continue as representative

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

- **Allotment Association** currently Cllr Larkham

It was **resolved** that Cllr Larkham would continue as representative

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

It was **resolved** to readopt the procedure.

14. **To Review and adopt financial regulations (2019) revision updated Feb 21**

It was **resolved** to readopt the procedure.

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

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

It was **resolved** to readopt the procedures.

16. **To consider re -adoption of a General data Protection Regulations (GDPR) procedure.**

It was **resolved** to readopt the procedure.

17. **To confirm continuation of payments using the BACS process and cheques.**

It was **resolved** to readopt the payment methods.

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18. **To confirm Bank Signatories (BACS & Cheques) and agree additional signees**
Currently Cllrs F Bihlmeier, N Hughes, C Kenny & S. O’Leary Plus Clerk
Note: Clerk’s signature is for confirmation that correct procedures and Quotation processes have been followed and to create BACS schedules.
It was **resolved** to continue with the signatories as listed.
19. **To Confirm payment of PEN Insurance, Green Octopus utility (clock Tower) (changing rooms), Vodafone mobile & PWLB loan by Direct Debit**
It was **resolved** to readopt the payment method
20. **To review and agree continuation of annual RPI increases to the following: Allotment rents, Parking fees (rounded up to nearest £10) & Burial charges**
After discussion it was **resolved** to continue with the annual increases as specified. It was agreed that the Clerk would issue a copy of the contract to all councillors for consideration and possible review at a future PC meeting.
21. **Confirmation of dates for Council and committee meetings during 2021/22**
The full Schedule was agreed with meetings returning to face to face as soon as covid legislation allows

There being no further business the meeting closed at 7.30 p.m.

Signed

Date.....