

DAUNTSEY PARISH COUNCIL
DRAFT MINUTES
Annual Council Meeting
held at 7.00pm
Brinkworth Earl Danby's Lower School Hall, Dauntsey

14th May 2018

Present: Cllr Mrs E Blacker (Chairman), Cllr C Barnard, Cllr Miss C Blacker, Cllr Mrs J Cowley (Vice Chairman) and Cllr Mrs R Gregory

Also Present: Wiltshire Councillor T Sturgis, 3 Members of the Public and Mr V Vines MBE Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

01/18 ELECTION OF CHAIRMAN

Cllr Mrs R Gregory proposed, Cllr Mrs J Cowley seconded, that Cllr Mrs E Blacker be elected to serve as Chairman of the Parish Council for the 2018/2019 Council Year. Cllr Mrs E Blacker indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Mrs E Blacker signed her Declaration of Acceptance of Office.

02/18 ELECTION OF VICE CHAIRMAN

Cllr C Barnard proposed, Cllr Mrs R Gregory seconded, that Cllr Mrs J Cowley be elected to serve as Vice Chairman of the Parish Council for the 2018/2019 Council Year. It was **RESOLVED UNANIMOUSLY** that she be elected.

03/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr N Puntis.

04/18 PARISH COUNCIL VACANCY

The Council was aware that a Council Member Vacancy remained and that the Council could co-opt an eligible and suitable applicant. **It was agreed** that the Vacancy would be advertised in The Parish Pump.

Proposed Cllr Mrs E Blacker, seconded Cllr Miss C Blacker and RESOLVED UNANIMOUSLY.

05/18 CONFIRMATION OF CHEQUE SIGNATORIES

It was agreed that all Parish Council Members should be cheque signatories, with any two being authorised to sign. It was also noted that the Lloyds Bank mandate still needed to be altered to include all Council Members and to remove former Council Members.

Proposed Cllr Mrs E Blacker, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY.

06/18 CALENDAR OF MEETING FOR 2018/2019

The Parish Council considered a prepared Schedule of Meeting Dates and agreed the following dates for the Council Year 2018/2019.

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| 4 June 2018 | Council Planning meeting (if required) |
| 2 July 2018 | Full Council Meeting |
| 6 Aug 2018 | Council Planning meeting (if required) |
| 3 Sept 2018 | Full Council Meeting |
| 1 Oct 2018 | Council Planning meeting (if required) |
| 5 Nov 2018 | Full Council Meeting |
| 3 Dec 2018 | Council Planning meeting (if required) |
| 7 Jan 2019 | Full Council Meeting |
| 4 Feb 2019 | Council Planning meeting (if required) |
| 4 March 2019 | Full Council Meeting |
| 1 April 2019 | Annual Parish Meeting + Council Planning meeting (if required) |
| 13 May 2019 | Annual Council Meeting + Full Council Meeting |

Proposed Cllr Mrs R Gregory, seconded Cllr C Barnard and RESOLVED UNANIMOUSLY. The Chairman of Council requested that Council Members should submit Apologies, including the reasons for non-attendance, if they find they cannot attend a Meeting.

07/18 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council agreed that the Recreation Field Working Group would continue and that the membership would be Cllr C Barnard, Cllr Miss C Blacker, Cllr Mrs R Gregory and Cllr Mrs J Cowley

Proposed Cllr Miss C Blacker, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY.

08/18 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all those who had already volunteered again and looked forward to receiving Reports and Updates throughout the year at Full Council Meetings. In some circumstances the Council recognised that the Outside Body may no longer be in existence but if they should meet it was appropriate to have a nominee.

- a. Dauntsey Vale Passenger Transport Group – Mr William Reynolds
- b. Wilts & Berks Canal Trust Local Branch – Cllr Mrs R Gregory
- c. Malmesbury Primary Care Centre (Patients Participation Group) – Mr Cecil Smith
- d. Community Neighbourhood Watch Coordinator – Mrs Kizzy Mitchell
- e. Community Emergency Planning Coordinator – Mr Ian Chatterton
- f. Community Rights of Way Warden – Cllr C Barnard
- g. Malmesbury Area Board (Wiltshire Council) – Cllr Mrs E Blacker would be the nominated Member but other Members were encouraged to attend
- h. Malmesbury & Villages Community Area Partnership – It was understood that this Partnership was no longer active

- i. Malmesbury Area Community Transport Group (CATG) – Cllr Mrs E Blacker
- j. Dauntsey Vale Link Scheme – No Nominee required. However, an available Member would attend their AGM
- k. Community Website – Mr V Vines (Parish Council Nominee)
- l. Dauntsey Designated Flood Warden and Flood Wardens – Designated Flood Warden – Mr Howard Goff, Deputy Flood Wardens – Mrs Sue Barnicoat, Cllr Mrs Rose Gregory, Mrs Gillian Bond, Mr John Histed and Mr Peter Webb
- m. Wiltshire Council Northern Flood Working Group – Mr Howard Goff and Cllr N Puntis.
- n. Local Parish Council Liaison Group – It was understood that this was no longer active
- p. Wiltshire Council Parish Steward Link – Cllr Mrs R Gregory
- q. Media Link/Parish Pump Reporter – Ms S Wade

Cllr Mrs E Blacker proposed, Cllr Mrs R Gregory seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements were approved.

09/18 COUNCIL POLICIES

The Council agreed that there was a need to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme and the Risk Assessment and Management Register, also to include a Vexatious Persons Policy and a Complaints Policy. The Clerk would bring forward any changes required for consideration to a future Meeting.

Proposed Cllr Mrs E Blacker, seconded Cllr Mrs J Cowley and RESOLVED UNANIMOUSLY.

10/18 INTERNAL AUDITOR

The Council considered the position of Internal Auditor for the Year 2018/2019 **and agreed that** Mr Edward Ferguson should be re-appointed.

Cllr Mrs R Gregory proposed, Cllr C Barnard seconded and RESOLVED UNANIMOUSLY

11/18 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was legally required to register under the Data Protection Act 1998 and would need to renew the registration every year. The Clerk had registered the Council under Registration Reference ZA347170 covering the period 25th April 2018 to 24th April 2019. The Council was now registered as a Data Controller. **(noted)**

12/18 CLOSURE OF MEETING

There being no further business to conduct the Chairman closed the Meeting at 7.49pm. A Full Council Meeting followed the closure of the Annual Council Meeting.

Signed:

Chairman, Dauntsey Parish Council

Date: **2nd July 2018**