

BECKINGTON PARISH COUNCIL

Minutes of the **Annual Council Meeting** held at Beckington Memorial Hall
on: **Tuesday 10th May 2022 @ 7:15pm**

Present:

Councillors: Mrs Paula Fox (Chairman), Mr Clive Winterbourne, Mr Kevin Bishop, Mrs Elizabeth Wright, Mr Mark Hollyoake
Cllr Shannon Brooke Ward Member MDC

In Attendance:

Mrs Carolyn Wiggins – Locum Parish Clerk
Cllr Adam Boyden recently elected County Councillor

Three members of the Public

Public Participation:

none

County & District Councilors Reports:

No formal reports

Agenda Item

1. Apologies for absence

None

2. Declarations of pecuniary interests and dispensations to participate:

None

3. Election of Parish Council Chair/ Vice-Chair:

Cllr Hollyoake nominated Cllr Fox as chair, seconded by Cllr Wright and agreed unanimously by the meeting. Cllr Fox agreed to accept the nomination on a temporary basis.

4. Adoption of previous council meeting minutes:

- Minutes of the ACM held 31st May 2021

The minutes had been circulated prior to the meeting, Cllr Bishop proposed, seconded by Cllr Winterbourne, to adopt the minutes. This was agreed unanimously.

5. Co-option of a new Council Member

- To introduce the candidate
- To propose and elect a new member
- Candidate to sign their Declaration of Acceptance of Office

Cllr Winterbourne had been unable to get his nomination papers to MDC in time for the elections due to Covid and so he had to be co-opted as a formality. Cllr Fox proposed his co-option, seconded by Cllr Hollyoake and agreed unanimously.

6. Adoption of new Parish Council Policies

- To discuss and agree to adopt the following new PC policies:
 - Member officer protocol
 - Code of Conduct

Deferred to the next meeting as still awaiting suggested policy documents from the HR consultant.

7. Appointment of Members roles / portfolios:

Members are asked to confirm the appointments to the following posts:

- a. **Vice-Chairman**

- b. **Planning & Development Portfolio – Cllr Wright**
- c. **Deputy Planning & Development Portfolio – Cllr Bishop**
- d. **Local Environment Portfolio – Cllr Winterbourne**
- e. **Highways & Transport Portfolio – Cllr Bishop**
- f. **Footpaths & Rights of Way rep – Cllr Wright**
- g. **SALC & MDC rep**
- h. **Allotments**
- i. **Rudge Rep – Cllr Wright / Cllr Hollyoake**
- j. **S106 Money Coordinator Cllr Fox**
- k. **HR Panel (x2)**

It was agreed unanimously for councillors to remain in their current roles.

8. Risk Assessment 2022/23:

To review the 2022/23 risk assessment and adopt.

Cllr Fox will review, although little had changed but add risks based on HR consultants advice.

9. Parish Council Assets list:

Members to inspect the assets list and adopt.

Due to staffing issues and lack of access to documents it has not been possible to carry out this exercise at this point.

10. Annual Insurance Premium:

To receive and approve payment of the Council's insurance - £459.57 Came & Co

It was unanimously agreed by the meeting to pay this subscription based on the 3 year deal. A cheque was raised for this amount. Action Clerk to post to Came & Co.

11. Delegated Power – Planning & Tree Applications:

To give delegated power to the Clerk to respond to planning and tree applications on behalf of the Council, in consultation with the Planning and Development Portfolio holder and Deputy holder.

This was agreed unanimously with the locum clerk's agreement.

12. Internal Audit 2021/22:

To receive the internal audit 2021/22 report and to resolve upon any recommendations.

It has not been possible to do this as contact has not yet been made with Paul Russell. Action: Clerk to chase James Corrigan.

13. Annual Governance Statement 2021/22:

To consider and approve the Council annual governance statement:

It has not been possible to do this as Councillors have only just got access to the accounting software.

14. Annual Accounting Statement 2020/21:

To consider and approve the Councils annual accounting statement.

It has not been possible to do this as Councillors have only just got access to the accounting software.

15. Declaration of being exempt from external audit:

Members are asked to consider if the Council qualifies to declare itself as being exempt from external audit.

Due to the income of BPC it is not exempt from having an external audit.

16. Parish Council's Accounts:

A. Budget to Date

To receive the budget spend to date.

This has had to be deferred as Councillors and the locum clerk have only just got access to the accounting software, last used by previous clerk in October 2021. Cllr Bishop is still trying to sort out access and signatories to the bank account.

End of Meeting 19.54