

CLIFFORD CHAMBERS & MILCOTE PARISH COUNCIL

Reg. Office: Forge House, 6 School Street, Honeybourne, WR11 7PJ

Clerk: Clerk@cliffordchambers-pc.gov.uk

Draft Minutes of Annual Parish Council Meeting held Jubilee Village Hall May 17thth, 2023

Members Present: Cllr. Jon Tribe (presiding Chair), Cllr. John Batchelor, , Cllr. Chag Chaggar, Cllr. Jay Morris, Cllr. Charmian Evans, Cllr. Wendy Harrison

District Councillor Stuart Keighley

Also present: 28 members of the public.

Meeting opened 7.30pm

1. Election of Chairman

Cllr. Evans and Cllr. Morris proposed Cllr. Harrison for Chair. Cllr. Batchelor and Cllr. Chaggar proposed Cllr. Tribe for Chair. Cllr. Tribe as presiding Chair gave the casting vote to be elected Chair. Cllr. Jon Tribe elected as Chair.

1.1 Cllr. Keighley at the invitation of the Clerk, reaffirmed the rule relating to presiding Chair and the casting vote.

2. Apologies

None

3. Declaration of Interest

None declared.

4. Signing of declaration of acceptance of office in the presence of the clerk by members:

Chair, and council members signed declaration of office.

5. Election of Vice Chair

5.1 Cllr. Jon Tribe proposed Cllr Morris to be Vice chair. Members unanimously agreed. Cllr. Morris elected as Vice Chair.

6. Minutes of the previous meeting.

Minutes of meeting held on April 20th, 2023, were approved and were signed by the Chairman.

7. General Power of Competence

The Clerk advised the council of the criteria for eligibility to exercise the General Power of Competence. Council agreed and resolved that the Parish Council met the criteria for eligibility as defined under s.1(1) of the Localism Act 2011, namely, that a) the Council has a CiLCA qualified Clerk and v) that the number of elected Councillors exceeds two thirds of the total number Councillors.

8. Public open Session

8.1 A member of the public read aloud a series of points relating to the parish council and wishing the new council would retain its integrity. The resident wished the new council good luck in its future endeavours.

8.2 A further member of the parish felt some awkwardness was evident but felt the parish council should be allowed to 'get on with the job'. It was further stated, it is in the interest of the village for the Parish Council to work well together.

9. Finance

9.1 Annual Governance and Accountability Return was approved and signed by the Chair.

- (i) Council received and approved internal auditors report
- (ii) Council received and approved Annual Governance Statement
- (iii) Council received and approved the Accounting Statements.

9.2. Council received budget plan and bank reconciliation.

9.3 Council approved the following items:

9.4 Payments made.

Date	Payee	Cheque No	£	Details
16/05/2023	BHIB	1150	670.91	Annual Insurance

9.5 Payments for approval

Date	Payee	Cheque No	£	Details
17/05/2023	Uberdoodle	1153	140.00	Web/Mail hosting
17/05/2023	Motion	1154	1140.00	Transport Evidence. ATW
17/05/2023	Kenneth Dunn	1155	75.00	Internal Audit
17/05/2023	Parish Clerk	1156	23.05	Stationery/Postage

9.6. Cllr. Batchelor suggested Cllr. Morris be added as approved signature for the PC account. Members agreed. Clerk to action.

10. District/County Councillor Reports

10.1 Cllr. Keighley introduced himself to the council and gave a short appraisal of the results from the recent election. It was confirmed there are now 41 councillors for 38 wards.

10.2 Cllr. Keighley also confirmed the monitoring officer Phil Grafton will soon retire as monitoring officer. Clerk to advise replacement as soon as the details are known.

11. Changes in email addresses/ portfolios.

The Clerk advised the advantages of having an official and dedicated .gov email address per council member and to consider the benefits of working to a portfolio. It was resolved to defer this matter until the next meeting but to review options in advance. Clerk to send suggestions.

12. Any matters from the Chairman

12.1 The Chairman thanked ex council members who had not been successful in the election for all their hard work.

12.2 Chairman also acknowledged the efforts of residents who put themselves forward to join the parish council.

13. Clerk Report

13.1 Clerk advised a chaser had been sent for a report on the bridge survey under reference FS454667742.

13.2 Members were reminded of the Annual Meeting of the Parish which is to be held May 30th. Due to commitments with the village hall, it was resolved to commence the meeting at 6pm.

13.3 Clerk/RFO advised council members of the continued push to secure online banking and details for moving some of reserve funds into a higher interest paying Nationwide account.

13.4 Member were advised the £75k from Elgin Energy had been agreed and that the Clerk had chased for the formal agreement.

14. To receive any correspondence

14.1 Clerk confirmed an email had been received from Michael Green re the commissioning of the hydrology report. Dates suggested for an initial virtual meeting were put forward, either Monday 22nd May between 10am and midday or any time morning of the 23rd. Members to consider and revert.

14.2 An email had been received from Rural Housing Enabler regarding whether we wish to update the housing needs survey. Council members recognised the need to maintain a current NP, and suggested further investigation is necessary. Clerk to check options including checking with Rural Housing Enabler and revert to full council members asap.

15. Review of Financial Regulations and other Parish Council Policies.

19.1 Standing Orders remain relevant and in accordance with NALC model SO's, but council members felt an additional point needs to be added. This would be to specify any meeting relevant to parish council business should be conducted by at least two council members. Clerk to review the suggested wording and terms (any exception or 'unless full council feel otherwise') and revert to full council for their perusal.

19.2 Financial Regulations are in accordance with statutory requirements and are in accordance with NALC model policy. Terms are up to date. No amendment necessary

19.3. Remaining policies have been recent additions and require no amendments. There was, however, a discussion to potentially include a staffing policy. Clerk to check framework and report to full council.

16.. Planning Matters

16.1 Members discussed the ongoing planning application 22/00114/OUT, All Things Wild. It was suggested that a response be made requesting the matter to go to committee asap. Motion report had been commissioned and will be submitted asap. Members were advised the case officer had mentioned a landscaping objection.

16.2 Clerk confirmed monies pledged towards parish council expenses for fighting the application, would be requested.

17. Committees

The clerk raised the question of what (if any) committees would be established. Members felt more consideration needed to be given and therefore the matter was deferred. The clerk suggested a staffing committee may be considered. Clerk to send more details and suggestions for council perusal.

-4-/May 2023

18. Councillor Reports and items for future agenda

None received.

19. Date of future meetings.

Council members resolved to hold council meetings on the third Wednesday of the month and would start at 7.30pm to accommodate parish councillor working commitment.

20. Date of next meeting

Wednesday 19th July 7.30pm at Jubilee Village Hall.

Meeting closed 21.23.