

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 16TH MAY 2022**

Councillors Present: Cllr J Thomas, Cllr F Bates, Cllr J Salter, Cllr J Hoare, Cllr A Molyneux, Cllr M Eccles-Williams

Members of Public: 30 present

- 1/23 Apologies for absence and Declarations of Personal, Pecuniary or Prejudicial Interest
- 1.1 Cllr J Harwood
 - 1.2 No declarations of interest
- 2/23 Election of Chair – Cllr Bates proposed Cllr Harwood seconded by Cllr Molyneux
Cllr Hoare proposed Cllr Thomas seconded by Cllr Salter
Cllr Eccles-Williams voted for Cllr Harwood. Therefore, Cllr Harwood was elected.
As out going Chair Cllr Thomas took the meeting
- 3/23 Election of Vice Chair – In the absence of the new Chair this was moved to the next meeting.
- 4/23 It was agreed by all present the declarations of acceptance would be signed at the next meeting.
- 5/23 Open Forum
- Is the dog bin at Jubilee Meadows being moved from allotment gates – fly tipping is occurring as it is quite remote. Cllr Thomas replied she had corresponded with them concerning the bins. She will chase again and send photos of the bin.
 - Permission has been given for road closure for Jubilee Street Party; 100 jubilee mugs have been sponsored and these will be given to children up to age 11. Having difficulty find who they are if anyone can help. There is an ambitious programme for the day if any residents can support.
 - Update on Wootton signpost with missing letters. Cllr Salter having problems sourcing letters. Clerk will contact OCC Highways and see if they will repair.
 - Who's responsibility is dirty signage. Used to be OCC but very rarely do it now – usually done by residents.
 - Burditch Hall – safety certificates – Charity will need to inspect Hall. This will be covered on agenda item below.
 - Clerk was asked to write a report for Outreach – deadline is usually 15th of the month but it will be held.
- 6/23 Minutes
- 6.1 Minutes of meeting 24th April were accepted & signed
 - 6.2 No matters arising. Query on amendment to March minutes
 - 6.3 Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 the Council are asked to resolve that because of the sensitive nature of the business to be transacted under agenda item 10 that the public and members of the press would be asked to leave the meeting during the consideration of this item. All agreed.
- 7/23 Finance
- 7.1 Audit 2020/21
 - 7.1.1 Bank Reconciliation for 2020/21 was presented to Council and agreed.
 - 7.1.2 RFO reported that the Annual Governance Statement had been minuted as accepted on 12th July so was completed with those details.
 - 7.1.3 Accounting Statement 2020/21 was agreed as being correct.
 - 7.2 Audit 2021/22

- 7.2.1 Certificate of Exemption was agreed and signed. RFO will email to the external auditor along with the Notice of Public Rights which will be displayed from 5th June 2022.
- 7.2.2 Bank reconciliation was presented to the Council and agreed
- 7.2.3 Governance Statement 2021/22 was read to the Council and completed. This was accepted and signed.
- 7.2.4 Accounting Statements were read to council and checked against bank reconciliation. This was accepted and signed.
- 7.2.5 RFO thanked Phil Parker as Internal Auditor. His report was read and covers both years audit. All actions will be reported in full at the next meeting.

To comply with Audit regulations all forms will be published to the website.

- 7.3 Banking Arrangements – New mandate form has been submitted to NatWest- still awaiting confirmation. Unity Bank application needs signatures from Andrew Molyneux and John Salter. This was completed. The paperwork will be submitted and log in details will be sent to register.
- 7.4 Asset Register was circulated before the meeting – the Tractor was discussed as it is Insured by the Council but not on the register. Graham Lawrence enlightened the meeting that there was a long standing arrangement that the Playing Field Committee own the tractor and look after the maintenance and the Council insure it. The register was agreed and signed.
- 7.5 Parish Council Insurance Policy – Cllr Molyneux , as part of Finance, was asked to review the insurance along with the Clerk. All seems to be in order. Clarification was needed on whether the playing field was included on the public liability. Clerk will contact BHIB to confirm.
- 7.6 Risk Assessment was circulated to Councillors before the meeting. All agreed to procedures – some of which will be implemented in the next 2 months. These were agreed and signed.

8/23 Review of Standing Orders

These were circulated to Council before the meeting. They were agreed and signed.

9/23 Review of Financial Regulations

These were circulated before the meeting to Councillors. They were agreed and signed.

10/23 GDPR – Legal requirements

- 10.1 All Councillors now have a dedicated email address for Council work.
- 10.2 The Council laptop/printer and storage for the Clerk will be purchased when the banking arrangements are completed. Also ICO subscription will be taken out.
- 10.3 There are 6 policies which need to be put in place – the Clerk will produce these for the next meeting.

11/23 Progress Reports

- 11.1 Grass cutting contract – this has been confirmed with Countrywide. Clerk will chase for date of first cut.
- 11.2 Burditch Hall Lease – The following resolution was put forward by Cllr Molyneux:
*The Council resolves to accept the application of the Wootton Community Sports Trust for the Lease of the Burditch Hall , and notes that it a registered charity. This is subject to the agreement of a suitable Lease with the Trust.
It appoints Cllr Bates to negotiate and agree a suitable lease with the Trust and the WPC solicitors. An agreed lease will be brought back to a Full Council meeting for confirmation.
The Council notes that the advice of the Clerk that the granting of a Lease may constitute an asset disposal and the granting of a lease must be made in full compliance with all Statuary processes set down*
This was seconded by Cllr Bates and agreed by all Councillors present.
Cllr Bates will contact WCAST with the Heads of Terms and look to concluded the proceedings as quickly as possible.

12/23 Applications for position of Clerk/RFO

- 12.1 Members of the public present were asked to leave the hall as per resolution 6.3 above.

13/23 Next Meeting is proposed on 13th June at 7.30pm subject to Cllr Harwood being available. Meetings for 2022/23 will be held on 2nd Monday of month. Place of meeting will be advised.