

WOOTTON PARISH COUNCIL

Meeting held on Monday 14 May 2012
At 7.30pm in the Village Hall

MINUTES

Present

Cllr Paul James (Chairman for Agenda items 1 and 2)
Cllr Andy Warner (Acting Chairman and Vice-Chairman for Agenda items 3 onwards)
Cllr David Parsons
Cllr Len Seymour
Cllr Peter Loftus
Cllr Trudie Lang
Anni Morgan (Clerk)
Sarah Wilcox (previous Clerk)

Co Cllr Ian Hudspeth (*left after Agenda item 8*)
5 members of the public

1. **Apologies:** Cllr Miles Tuely, D Cllr Charles Cottrell Dormer

2. **Disclosure of Interests and Election of Chairman and Vice Chairman:**

The Chairman opened the meeting at 7.55pm (following Annual Parish Meeting at 7:00pm). The Chairman welcomed the new Cllrs to the meeting; Cllr Len Seymour, Cllr Peter Loftus and Cllr Trudy Lang.

The election of the new Chairman went ahead, with the current Chairman, Cllr Paul James standing down after 8 years on the council. Only one nomination was received for position of Chairman: it was agreed unanimously to appoint Cllr Miles Tuely as the new Chairman (proposed by DP, seconded by AW). Only one nomination was received for position of Vice-Chairman in favour of Cllr Andy Warner (proposed by DP, seconded by LS), which was unanimously agreed. Cllr AW accepted and stood in for Cllr MT to chair the meeting.

3. **Declaration of Acceptance of Office by New Councillors:**

- **WPC Declaration of Acceptance of Office** forms were completed by all Cllrs present and handed to AM to file.
- **Interests Registration** form to be completed and returned to AM no later than Monday 28 May, to be returned to WODC by end of month.
- **OALC Good Councillor Guides** and previous council's list of useful points were circulated to all Cllrs.
- **Cllrs to become signatories at NatWest Woodstock;**

M.C. Fish
16 July 2012

Resolution

It was resolved that a banking relationship be maintained with National Westminster Bank Plc and to set up a new mandate replacing the existing mandate and signatories with those of the 6 new Councillors; that these authorised signatories (being Cllrs Tuely, Warner, Parsons, Lang, Loftus & Seymour) in accordance with the mandate may sign cheques and give payment instructions on all accounts; that each transaction requires two signatures; that the address for bank correspondence be amended. Proposed by Cllr AW and seconded by Cllr DP (agreed unanimously).

All present signed the 'Change of Signing Authority' form. Cllrs AW and PJ to meet with bank on 15 May 2012, to progress necessary action. It was noted that further forms may be required to be completed for the transfer of the bank mandate and new mailing address details. Those new Councillors, not previously having been signatories, were instructed to present themselves (severally) at the Natwest branch in Woodstock before the end of May with the necessary signed form and identification (passport and driving licence).

- **New council to co-opt one Cllr by 21 June 2012;** discussion went forward on who may be a good candidate. Cllr Lang agreed to spearhead the search.

- 4. Appointment of and setting of remuneration for new Clerk:** Anni Morgan was welcomed to the meeting as the new Clerk, having taken over from Sarah Willcox. It was proposed that the hourly rate for the Clerk be raised from £8.25 to £9 (proposed by TL, seconded by AW: unanimously agreed). AM accepted.
- 5. Approval of Minutes of 30 April 2012:** Minutes were approved as a fair and accurate record, signed off by Cllr AW.
- 6. Matters arising from the Minutes of 12 March and 30 April 2012:**

Stakes at Wootton Downs; this matter is still under discussion between Blenheim Estate and WPC.

Planning at Well Corner; PA had been granted subject to restrictions, paperwork available for circulation and comment.

Cllr LS queried the area known as the Plantation. Cllr AW described the land to be on the left of Milford Place, owned by Mr J Clutterbuck, now deceased. The Council need to investigate the precise ownership boundaries, and what can be done with it. Previous Clerk to pass on all correspondence.

- 7. Annual Adoptions and Appointments:**

Adoption of standing orders; A weighty, printed document, detailing 'How to run the Council'. The Chairman proposed to discuss this at the next meeting and bring the section relevant to Wootton up to date. Document to be circulated.