

Newton and Biggin Parish Council

Minutes of the Annual Meeting of Newton and Biggin Parish Council held at 8pm on Thursday 12th May 2016 in Newton Village Hall

1. Announcement read by Clerk regarding recording or filming of parish council meeting: in the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent.

Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities.

People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose. Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

2. Present. Cllr. Dave Carter (DC), Jim Hotten (JH), Frank Preston (FP), Ann Davies (AD), Cllr Leigh Hunt (LH), H. Miles was acting clerk.

3. Apologies. Cllr. Phillip Morris-Jones.

4. All Parish Councillors signed a copy of the declaration of acceptance of office. Cllrs were asked to renew their pecuniary interests forms on the Parish Council website.

5. Election of chairman. It was proposed by AD and seconded by JH that DC be elected as chairman. All agreed. He signed a Chairman's declaration of acceptance of office.

6. Election of Vice-chairman. It was proposed by FP and seconded by AD that JH be elected as vice-chairman. All agreed.

7. A vote of thanks was given to retiring Parish Councillor Judith Leggatt and retiring clerk Sarah Esworthy.

8. Declarations of interest.

a) To receive declarations of interest from councillors on items on the agenda: DC declared an interest in item 14 as he is related to the appointed internal auditor Anne Cleaver.

b) To receive written requests for the dispensations for disclosable pecuniary interests: none.

c) To grant any requests for dispensation as appropriate: none.

9. The minutes of the meeting held on 7th April 2016 were signed by the Chairman as being a true record. The agenda declared it as being an extraordinary Parish Meeting but it was a normal Parish Council meeting.

10. There were no matters arising from the minutes held on 7th April 2016.

11. Appointment of sub committees/miscellaneous appointments

a) Burial Committee - JH. There is currently a casual vacancy on the Parish Council. If this position is filled it is hoped the appointed person will be the second representative. If the casual vacancy is not filled DC agreed to be the second representative.

The Burial Committee is currently without a clerk and Clifton's and Newton's representatives need to agree on the constitution. DC agreed to speak to the chair of Clifton Parish Council after one appointed at their next meeting.

It was suggested a working group could be formed to move the matter forward.

b) Charities. Jenaway - AD

Elkington and Sherriers - AD

At a recent meeting it had been suggested these 2 charities merge together.

c) Allotments - last year it was decided to no longer have a representative on this.

d) Emergencies - AD.

e) Village Hall - FP

12. Appointment of new clerk. The post had been advertised on the website but due to a full mailbox it had been taken back off. It was agreed DC would arrange for the post to be advertised in the WALC magazine once FCP details obtained. AD and JH agreed to deal with the new appointment.

13. LED street lighting: to consider tenders and appoint contractor. JH asked for this to be discussed at an extraordinary meeting which would be open to the public on Wednesday 25th May 2016 at 7 pm in Newton Village Hall. FP to book the hall. DC to put up a notice advertising this. H. Miles agreed to act as clerk for this.

14 Finances

a) Accounts for approval. DC vacated the seat as chair due to him having an interest. JH took the chair. The figures on the Audit form 2015/2016 were checked by the acting clerk. The accounts were proposed by FP and seconded by JH and approved. The declaration form was read out by JH and filled in and signed. DC agreed to pass the audit form and accounts to the internal auditor.

b) Payments due

i) Eon street lighting electricity approved and cheque signed.

ii) Interim clerk for taking minutes - bill to be submitted in due course.

iii) Bill from SLCC not to be paid until a new clerk appointed.

15. Items for inclusion in the next meeting

a) Burial Committee

b) Bus service

c) Picnic site

d) LED street lighting

16. Date of next meeting - Thursday 30th June, 2016. FP to book Village Hall. H. Miles agreed to act as clerk if a new one not appointed by then.