

LYDIARD MILLICENT PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Minutes of the Annual Parish Council Meeting of Lydiard Millicent Parish Council held at the Lydiard Millicent Parish Hall, Church Place, Lydiard Millicent, Swindon SN5 3LS on Thursday 28th May 2015 commencing at 7:30pm.

1. ELECTION OF CHAIR –

Councillor Bennett opened meeting with request for nominations for Chair. Cllr Bennett was proposed by Cllr Groom and seconded by Cllr Pepperall. Cllr Harris was proposed by Cllr Cobb and seconded by Cllr Pflieger. Cllr Bennett requested a show of hands for each candidate. Votes recorded 2 for Cllr Bennett and 6 for Cllr Harris. Cllr Bennett ceded the chair and was replaced by Cllr Harris.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of office for the newly elected Chair of the Council was signed by Cllr Harris in the presence of Mrs R Leckie, RFO and Officer of the Council.

Thanks were given to all of the Councillors for their years of work in the past, and hoped that the following year would be more of a team effort.

3. ELECTION OF VICE CHAIR

Cllr Harris requested nominations for Vice Chair. Cllr Pflieger was proposed by Cllr McLean-Crawford and seconded by Cllr Rees. There were no further nominations and Cllr Pflieger was accepted as Vice Chair.

4. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Pflieger signed his declaration of acceptance of office in the presence of Mrs R Leckie, RFO and Officer of the Council.

5. APOLOGIES were given for Cllr Mowbray.

6. DECLARATION OF INTERESTS

There were no declarations of interest.

7. MINUTES

The Minutes of the Full Council meeting held on Thursday 14th May 2015 Were adjusted at minute no 237c second paragraph – second line, 'was' replaced with 'could be'. And minute no 237g delete - 'even if they were not registered in Great Britain', they were subsequently agreed and signed as a correct record.

8. PUBLIC RECESS

This took place at the end of the meeting. Thanks were recorded again to all Councillors, both past and present for their time and consideration spent on Council work, for the benefit of the Parish.

A question was raised regarding a burial request made through the Clerk but not completed. Mrs Leckie and the Chairman offered to look into this matter.

9. APPOINTMENT OF WORKING PARTIES

It was agreed after discussion and prior consultations to appoint the following working groups:

- Finance & Administration
- Recreation
- Highways & Road Safety
- Planning
- Interview Panel

10. APPOINTMENT OF WORKING GROUP MEMBERS

For transparency purposes as each working group was agreed, they agreed amongst themselves their Chairman and Vice Chairman where applicable.

Completed groups agreed and voted for below:

Finance & Administration

Chairman Cllr Edwards, Vice Ch. Cllr McLean-Crawford, Cllrs Bennett, & Pepperall.

Recreation

Chairman Cllr Pepperall, Cllrs Cobb, Dodge, Edwards, Mowbray, Pflieger

Highways & Road Safety

Chairman Cllr Cobb, Bennett, Rees, Mowbray, Pflieger

Cemetery & Public Spaces

Chairman Cllr Pflieger, Cllrs Bennett, Dodge, Rees, McLean-Crawford, Pepperall.

Planning

Chairman Cllr Dodge, Cllrs Cobb, Pflieger, & Rees. Plus Cllr Groom as requested.

One Off Working Committee for Interview Panel

Parish Council Chair, Vice Chair, plus Chair of Finance, and or Cllr Reese according to availability.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

Standing Orders and Financial Regulations were reviewed and re-adopted for 2015/16. Document dated accordingly with review date.

12. WORKING GROUP TERMS OF REFERENCES

The Working Group Terms of Reference were subject to many alterations and although approved on the night, will be annexed to this Minute for final confirmation.

13. APPOINTMENT TO OUTSIDE BODIES

Wiltshire Council Member for Royal Wootton Bassett East, Broad Town and The Lydiards: Cllr Groom

New-V Neighbourhood Plan Steering Group:

W.C. representative – Cllr Groom

P.C. representative – Cllr Pepperall

L.M. N.P. Community Steering Group representative – Cllr Bennett

Parish Hall Representative – Cllr Harris, and Cllr Pflieger

Community Area Board Transport Group (CATG)– Chair of Highways & Road Safety plus Cllr. observer on rotation.

Area Board representative – Parish Council Chairman, Vice Chairman and a volunteer Councillor on a rotation.

14. INSURANCE COVER

Annual Insurance cover for the Parish Council was due on the 1st June. Chairman to telephone and ask for an extension to the 4th June. Other estimates if available on 4th June would be compared. It was further agreed to accept the current quotation if no extension agreed.

15. ANNUAL SUBSCRIPTIONS

The Council's Annual Subscriptions listed below were agreed for 2015/16:

- National Association of Local Councils (NALC)
- Wiltshire Association of Local Councils (WALC)
- Society of Local Council Clerks (SLCC)
- Community First
- Lydiard Magazine

16. COUNCIL COMPLAINTS PROCEDURE

The Parish Council Complaints Procedure was re-adopted for 2015/16. Document dated accordingly.

17. FREEDOM OF INFORMATION

Freedom of Information Act 2000 and the Data Protection Act 1998.

The updated document was not ready for the meeting and would be deferred to the July meeting. The existing document would remain in place in the meantime.

18. PRESS AND MEDIA POLICY

The Council's policy for dealing with the press and media was re-adopted for 2015/16. Document dated accordingly.

19. MEETING SCHEDULE

The Council's meeting schedule for the following year was agreed in principle below:

4 th June 2015,	3 rd December 2015,
9 th July 2015,	7 th January 2016,
6 th August 2015,	4 th February 2016,
3 rd September 2015,	3 rd March 2016,
1 st October 2015,	7 th April 2016,
5 th November 2015,	5 th May 2016.

All meetings to be held in the Lydiard Millicent Parish Hall, Church Place starting at 7.30 p.m.

Annual Parish Meeting and Annual Parish Council Meeting 19th May 2016.

The Councillors were all asked to supply the Clerk, with their up to date telephone and email details. New Photographs to update the Website – To Cllr Dodge.

20. DATE OF NEXT MEETING

The next Parish Council meeting will be held on Thursday 4th June 2015 in the Parish Hall commencing at 7.30pm.