

**WELFORD-ON-AVON PARISH COUNCIL  
MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON TUESDAY 14<sup>th</sup> MAY 2019 at 7.15 p.m.  
MEMORIAL HALL, WELFORD-ON-AVON**

**Present:** Cllr S Carter, Cllr J Hockaday, Cllr M Lake, Cllr C Barbour  
Cllr N Kennedy, Cllr M, Perteghella, Cllr K Williams  
**In attendance:** Clerk Mrs A Street,  
Cllr P Barnes, District Councillor

Public: 4

**1. Election of Chairman**

As the outgoing Chairman, Cllr Carter took the Chair and asked for nominations for the position of Chairman. Cllr Lake proposed Cllr Carter as Chairman. This was seconded by Cllr Williams and after a vote, Cllr Carter was unanimously elected as Chairman.

**2. Apologies**

None

**3. Chairman's Declaration of Acceptance of Office**

Cllr Carter signed the Declaration which was witnessed by the Clerk.

**4. Election of Vice Chairman**

The Chairman asked for nominations for the position of Vice Chairman. Cllr Carter proposed Cllr Hockaday as Vice Chairman. This was seconded by Cllr Kennedy and after a vote, Cllr Hockaday was unanimously elected as Vice Chairman. Cllr Hockaday signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

**5. Declaration of Acceptance of Office**

Prior to the start of this meeting, Declarations of Acceptance of Office were completed and signed in the presence of the Clerk by all seven Councillors present.

The Chairman highlighted the importance of reviewing the Parish Council Code of Conduct. He drew the Councillors attention to the need of declaring any personal interests / conflicts to planning applications under review. In the case of any declared interests, the Councillor in question would be required to abstain from any related planning discussions. He also emphasised that the Parish Council remains politically neutral with regard to any Council matters.

**6. Confirmation of members and election of the Chairman of the Planning Committee**

It was agreed that all Parish Councillors would be appointed members of the Planning Committee. \* Cllr Carter proposed that Cllr Hockaday be appointed as Chairman of the Committee. This was seconded by Cllr Barbour and after a vote, Cllr Hockaday was unanimously elected as Chairman of the Planning Committee. \*Cllr K Williams agreed to abstain from Planning Committee discussions until the Parish Council receive confirmation from SDC regarding any enforcement issues relating to the Old Tea Shop.

**Action** – Clerk to give Welford Neighbourhood Development Plan to new Cllrs.

**7. Register of Members' Interests**

The Clerk confirmed that Councillors should complete, or review and up-date Register of Members' Interests Forms by 24th May.

**Action:** Clerk to send copies to SDC Monitoring Officer by 4th June.

**8. Review of other appointments**

Finance Officer – Cllr M Lake agreed to continue his advisory role to the Clerk as Responsible Finance Officer.

**Action:** Clerk to investigate role description of formal appointments such as Footpath Officer.

**8. Receive the Chairman's Annual Report for 2018/19**

Cllr Carter will give the Chairman's Annual Report at the Annual Parish Meeting on 21<sup>st</sup> May 2019

**9. Receive the Report of the Annual Accounts 2018/19**

Cllr Lake summarised the Accounts for the year ended 31 March 2019

Total receipts for the year £44,432 - precept (£22,204) and £21,211 Developer Contributions (s106).

A total of £25,104 has been spent on maintaining and improving the village.

The biggest expenditure is grass cutting, approx £8,000 (Churchyard, Footpaths, Maypole, Holland Meadow, Bird & Bell Green and Synder Meadow).

£1,217 has been spent on maintaining and improving Cress Hill.

Donations on behalf of the village have been made:

£1,600 towards the upkeep of the Millenium Trust.

£500 to VASA (organisation of volunteer drivers to take people who would not otherwise be able to go to doctors' appointments etc)

There was a surplus of income over expenditure in the year of £19,328. This represents the balance of the Developer Contributions. There are plans to use this money to further improve Cress Hill, the playground area by the school and the footpaths around the village

The Clerk confirmed that the PC Accounts will be subject to internal audit w/c 20<sup>th</sup> May and will be presented for approval at the PC Meeting on 4<sup>th</sup> June 2019. They will then be submitted for external audit, the period for the exercise of public rights will then be announced during which time members of the public can arrange to inspect the accounts if they wish.

**10. Review Insurance Policy**

The existing PC Insurance Policy will expire on the 31<sup>st</sup> May 2019.

**Action:** Clerk and Cllr Lake to review the existing policy and obtain quotes for renewal from existing Insurer plus additional parties.

**Meeting finished – 7.45p.m.**