

DRAFT MINUTES

ENSTONE PARISH COUNCIL

The Annual Meeting of the Council was held at Enstone Parish Hall on Thursday 9th May 2019 at 7.00 pm

<u>PRESENT</u>	Parish Councillors Mrs. N. Knott, R. Parker, A. Lee, Mrs C. Glendinning, T. Gilbert, P. Johnson, P. Shaw & District Cllr. Andrew Beaney
<u>APOLOGIES</u>	Cllrs. M. Ivings & D. Robottom, County Cllr. Hilary Hibbert-Biles & DC Nigel Colston
<u>IN ATTENDANCE</u>	Mrs Beth Sinclair, Parish Clerk

All members completed their Declaration of Officer Forms as the new office began on 7th May 2019, following the 2nd May 2019 uncontested election.

188. ELECTION OF CHAIR

Cllr. P. Johnson, took the Chair and called for nominations for Chair. Cllr. Nikki Knott was proposed by Cllr. Paul Johnson and seconded by Cllr. Richard Parker. All voted in favour. Cllr. Knott was duly elected Chair and thanked for all her hard work during the previous year.

189. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. N. Knott signed the Declaration of Acceptance of Office form.

190. ELECTION OF VICE-CHAIR

The Chair then called for nominations for Vice-Chair.

Cllr. Knott proposed two Councillors to share the role of Vice-Chair – Cllrs. P. Johnson and P. Shaw. Cllr. A. Lee seconded this motion and all were in favour. Cllrs. Johnson & Shaw were thanked for taking on this role.

191. VICE-CHAIRS' DECLARATION OF ACCEPTANCE OF OFFICE

Cllrs. Johnson and Shaw signed the Declaration of Acceptance of Office forms.

192. APPOINTMENT OF TWO MEMBERS TO CARRY OUT QUARTERLY CHECKS ON THE COUNCIL'S FINANCIAL RECORDS

It was proposed, seconded and agreed that Cllrs. A. Lee and T. Gilbert carry out this role.

193. ENSTONE RELIEF IN NEED CHARITY

It was confirmed that the three current Trustees had agreed to continue as follows:-

Mr. Julian Watts

Mr. Richard Parker

Mrs. Susanne Hamilton

- Cllr. Parker explained that he was a Trustee on behalf of the Parish Council.

194. REPRESENTATIVE ON ENSTONE SCHOOL BOARD OF GOVERNORS

- DC Andrew Beaney explained that this role was no longer necessary. Noted.

195. PARISH TRANSPORT REPRESENTATIVE

It was agreed that a PC would attend meetings, if necessary. Noted.

196. APPOINTMENT OF A PLANNING SUB-COMMITTEE
It was agreed that a subcommittee was no longer necessary as all members of the Council were invited to attend planning meetings.
197. TO CONFIRM BANK SIGNATURES:-
Santander Account:- On-line banking commenced in March 2019. It was resolved that Councillors M. Ivings, N. Knott and P. Shaw continue to approve invoices.
Barclays Account: It was resolved that Cllrs. N. Knott & C. Glendinning continue to sign the cheques for the Barclays Account.
198. TO APPOINT A COMMITTEE TO RECEIVE NOTIFICATIONS COVERING COMPLAINTS ABOUT MEMBERS
It was proposed, seconded and agreed that the committee compose of the Chair, two Vice-Chairs and the Clerk.
199. TO ALLOCATE MEMBERS REGARDING THE READING OF DRAFT MINUTES
It was agreed that Councillors Mrs. N. Knott, Mrs. C. Glendinning, Mrs. M. Ivings & P. Shaw undertake this role.
200. ANNUAL REVIEW OF ATTENDANCE May 2018-May 2019
A list of attendance had been circulated prior to the meeting and a copy is attached to the minutes.
201. REVIEW OF CLERK'S SALARY
It was agreed to increase the clerk's salary by two per cent from £11.15 to £11.37 per hour. The clerk had undertaken 25 hours' overtime over the previous month and it was agreed that this would be paid at May's Parish Council meeting. The clerk was thanked for all her continued hard work.
202. TO REVIEW STANDING ORDERS OF THE PARISH COUNCIL
The Standing Orders had not been updated since 2010. It was agreed that the clerk would contact OALC and circulate an updated model standing order document to all members.
203. REGISTER OF MEMBERS' INTERESTS
These were due to be returned to the Monitoring Officer at WODC by 4th June. Noted.
204. MEMBERS' ALLOWANCES/EXPENSES FOR THE PERIOD 1.4.2018-31.3.2019
Cllr. Knott requested that two invoices for telephone calls and ink cartridges be approved. This was approved unanimously and would be paid at May's Parish Council meeting.
205. AOB:-
An email had been received from a resident with concerns regarding the installation of the chicane at Church Enstone. The clerk would invite him to May's Parish Council meeting and would also email him with answers to his questions before this. Noted.
206. There being no further business the meeting closed at 7.25 pm

Chairman