DRAFT MINUTES
ANNUAL MEETING OF THE PARISH COUNCIL
Held via Zoom on May 4th 2021 at 7pm

Present:	Cllr D. Reece – Chair	Cllr G. Tunnell
	Cllr A. Morris	Cllr A. Walker
	Cllr W. Edwards	
In Attendance:	Clerk	Distr. Cllr M. Ward
	Member of Public: 0	Meeting Opened : 7:15pm

1) Appointments

a) Election of a Chairman – Cllr David Reece was elected to the post of Chair – proposed by Cllr Edwards. Seconded by Cllr Tunnell. The Declaration of Acceptance to be signed outside of the meeting.

b) Election of a Vice Chairman – Cllr Paul Hayward was elected to the post of Vice-Chair – proposed Cllr Edwards, seconded by Cllr Walker. The Declaration of Acceptance to be signed outside of the meeting.

PUBLIC QUESTION TIME – there were no public present.

2) Apologies – County Cllr Adams due to commitments. Cllr Haywood on holiday. Apologies received and accepted.

3) Declaration of Interest - Disclosable Pecuniary Interest – none. Other Disclosable Interest – none recorded.

4) **Grants for Dispensation** – none requested

5) To approve the Minutes

The minutes of the Annual Meeting of the Parish Council held 2019 and the minutes of the Ordinary Parish Council Meeting held in April 2021 were approved as true records by the Council. *Action: Chair to sign at a later date.*

6) Progress Reports

a) Clerks Report. Forward Meeting Dates set for 2021/22, 7:45pm start at Stoulton Village Hall July 15th, September 16th, November 18th, January 20th, March 17th, May 19th

Actions for previous minutes actioned. Various correspondence/emails/phone calls actioned. Various Planning Applications consultations/decision notices circulated. Updates made to the website as appropriate. Liaison re. response to SWDP Sustainability Review Consultation and submission of response. Completion of Year End Financials & Preparation of AGAR Documents. Liaison for Internal Audit conducted and completed. Compilation of advert for recruitment of Clerk. Dealing with resident's queries; street cleansing, overgrown footpath, defibrillator, Council Tax. Zoom meeting set up and invitations sent. Preparation for Annual Meetings – Financial summary & cheques raised. Liaison with VH re. setting of meeting dates for next financial year. Agenda, Clerks Report and previous minutes issued.

FINANCIAL SUMMARY - MAY 2021				
Treasurers Account				
Balance at year end		**£8,642.58**		
Credit of Lengthsman Scheme claim		£288.00		
		£8,930.58		
RATIFICATION REQUIRED re. invoice received after previous meeting				
Playsafety Ltd (Rospa) Inspection		£90.60	P20-48	887
Proposed Payments for May 2021		**£**	**Ref**	**Chq**
Worcs CALC Affilliation		£309.33	P21-01	888
New Farm Grounds - March		£189.84	P21-02	889
Clerks Salary - April		£199.20	P21-03	890
Clarks Salary - May		£249.05	P21-04	890
Lengthsman		£168.00	P21-05	891
Lengthsman - Weed Killer		£50.00	P21-06	891
Parish Expenses		£100.38	P21-07	892
Insurancce		£626.46	P21-08	893
ICO		£40.00	P21-09	894
HMRC Deductions		£112.00	P21-10	895
Totals		£2,044.26		
Note				
BACS Notification of Precept & Grant received		£5,301.00		
not yet cleared into Bank A/C				

b) **District Councillor** – Cllr Ward – Covid has dominated the year, infection rates in Wychavon are currently reasonably low. So far, 78,000 people have received first dose of vaccine. Now the 'over 40yr olds' are receiving their vaccines. Everyone should be having a lateral-flow test twice a week, they are free. Droitwich Lido is now open again. Other venues will open on 17th May. Some greater relaxation of restrictions will help life to return to normal. Voting on Thursday 6th May for County Councillors and Police and Crime Commissioner. Understandably, there are more postal votes this year than ever, but there is in person voting at venues on the 6th May – bring own pens and pencils. A lot of support for businesses from Wychavon still ongoing, for reopening and promoting local developments/business. From 7th May, Government legislation in terms of Zoom will be lifted and all meetings will be in chambers again – socially distanced and wearing masks and not a full council.

7) *Approval/adoption of the following policy documents was considered;*

a) Standing Orders - approved
b) Financial Regulations - approved
c) Code of Conduct - approved
d) Risk Assessment – approved

8) **SWDP** –

a) Joint Committee - Chair has discussed with Chairman of DBWPPC and Vice-Chair of Whittington the prospect of formulating a committee with representatives of neighbouring Parish Councils. The representatives can be given delegated with authority to vote/act on behalf of their respective PC's. There was a vote to proceed to elect representatives with delegated authority to act on behalf of Stoulton Parish Council - unanimously approved. The nominated representatives for Stoulton PC were agreed - Cllr Reece and Cllr Morris. It was agreed to put an advert into The Villager to advise residents of the website and to prompt them to look there for updates – *Action - Clerk*.

b) Sustainability Review, the Parish Council submitted a response before the deadline in conjunction with Drakes Broughton and Wadborough with Pirton Parish Council – this can be seen on the website.

c) Travellers Review – need to look at this next review document and make a response. *Action: Chair to email to Councillors*.

d) Distr. Cllr M Ward to chase up further Liaison meeting with Wychavon. *Action – Distr. Cllr M. Ward*.

9) Highways – nothing to report.

10) **Lengthsman** – Cllr Robinson advised that he had no update. Old VAS needs to be lowered down a little as it is obscuring a junction. Problem with hedge will then be overcome. Clerk advised that Cllr Adams has been chasing up the issues with the VAS.

11) Finance

a) To approve payments as proposed in Item 6a. Payment approved - Proposed : Cllr Morris, Seconded : Cllr Tunnell. *Action: Clerk to arrange signatures and make payments.*

b) Ratified Playground Inspection payment as per schedule on Item 6a.

c) To approve Certificate of exemption – agreed. *Action: Clerk to email to PKF Littlejohn and published to website.*

d) To receive feedback from Internal Audit – agreed. *Action: Clerk to publish to website*.

e) To approve Year End Accounts 2020/21 – approved. *Action: Clerk to publish to website*

f) To approve AGAR Section 1 – approved. *Action: Clerk to publish to website*.

g) To approve AGAR Section 2 – approved. *Action: Clerk to publish to website*.

h) To set dates for the Period of Exercise of Public Rights – agreed. *Action – Clerk to publish to website.*

i) Ownership of the Village Hall – to be investigated – should it be on assets register? To be investigated. *Action: Chair.*

12) ***Recruitment of Clerk*** – Clerk provided update. Council to decide how to proceed once applications received.

13) **Correspondence –** none.

14) **Councillors Reports** – defibrillator at VH, Cllr Morris to take over the care of the defibrillator.

15) Date of Next Meeting - The next Ordinary Meeting of the Parish Council will be on July 15th, 7:45pm start at Stoulton Village Hall – within Covid Guidelines at the time.

Meeting closed at 9:38pm

…….. Signed – Chairman