

**Minutes of the AGM of Ashwell Parish Council
held on Wednesday 14th May 2019, 8pm in the Parish Room**

Present: Cllrs Mark White (Chairman for item 1 and thereafter), Gemma Allan, Graham Lee, Norton Mahy. The Clerk (Jane Porter) and the Deputy Clerk (Laura Brooks-Payne) were also in attendance.

Members of the public: None.

Apologies: Cllrs Martin Hoffman (unwell) and David Sims (away).

1. Election of Chairman.

A proposal was made and seconded to elect Cllr Mark White.

It was *resolved* that the proposal be accepted (unanimous).

The Declaration of Acceptance of Office was signed.

2. Election of Vice-Chairman

A proposal was made and seconded to elect Cllr Martin Hoffman.

It was *resolved* that the proposal be accepted (unanimous).

The Declaration of Acceptance of Office would be signed.

Action: MGH

3. Code of Conduct and Register of Interests

3.1 A proposal was made to adopt the Code of Conduct based on the latest NALC model.

It was *resolved* that the proposal be accepted (unanimous).

3.2 The Register of Interests form (version May 2018) to be submitted to the NHDC Monitoring Officer, via the Clerk, by all parish councillors was noted.

Action: Clerk/All

3.3 'Openness and transparency on personal interests: A guide for councillors' published by the Department for Communities and Local Government, March 2013 was noted.

4. Standing Orders

4.1 A proposal was made to adopt Standing Orders based on the latest NALC model (version June 2018).

It was *resolved* that the proposal be accepted (unanimous).

5. Financial Regulations

5.1 A proposal was made to adopt Financial Regulations based on the latest NALC model (version March 2018).

It was *resolved* that the proposal be accepted (unanimous).

5.2 The current list of Preferred Suppliers (version November 2015) was noted.

6. Review of policies and documents held

The following were noted, (i) Data Protection and Freedom of Information, (ii) Complaints procedure, (iii) Asset register, (iv) Financial and Management Risk Assessment, (v) Insurance.

It was noted that some of these, and additional documents, would be considered for the 2018-19 Audit at the June Council meeting.

7. Roles and responsibilities

The current, and new, arrangements for the following were discussed and agreed. The day-to-day premises management would continue to be undertaken by the Clerk and the Deputy Clerk. Parish councillors with responsibility for particular items would be involved with day-to-day matters as they wished and particularly with special projects. Matters of significance would continue to be discussed and agreed by the whole council.

7.1 Committees

7.1.1 Joint Finance and Management Committee Noted that all parish councillors are members.

7.1.2 Planning Committee Noted that all parish councillors are members.

7.2 Parish premises management

7.2.1 Cemetery Responsibility: To be decided.

7.2.2 Recreation Ground including Pavilion. Responsibility: Cllrs Mark White and Gemma Allan.

7.2.3 Playground Responsibility: Cllr Gemma Allan.

7.2.4 Public toilets at the pavilion Responsibility: Cllr Gemma Allan.

- 7.2.5 **The Springs** Responsibility: Cllr Martin Hoffman.
- 7.2.6 **Small Gains** (Allotments, Accies sports field and shared car parking area)
Responsibility: Cllr David Sims.
- 7.2.7 **The Lock Up** Agreed that this be managed by the Clerk/Deputy Clerk for the time being.
- 7.2.8 **Merchant Taylors' Green and Carters' Pond** Responsibility: Cllr Martin Hoffman.
- 7.2.9 **Street furniture owned by the Parish** Agreed that this be managed by the Clerk/Deputy Clerk for the time being.
- 7.2.10 **St Mary's Churchyard grounds maintenance and PCC liaison**
Responsibility: Cllr Martin Hoffman.
- 7.2.11 **Parish Clock** Responsibility: Cllr Mark White.
- 7.2.12 **War Memorial and liaison with Ashwell Royal British Legion** Responsibility: Cllr Mark White.

7.3 Employee recruitment and contractual matters

It was noted that day-to-day supervision of the Deputy Clerk, Grounds Officer and Environmental Cleansing Officer was undertaken by the Clerk. Recruitment and contractual matters would be the continue to be the responsibility of the Chairman with input from Cllr Graham Lee.

7.4 Parish Council Working Groups

It was noted that working groups were set up as and when required for a variety of reasons. They could include parish councillors and parishioners or only parishioners. Parishioner volunteers were particularly welcomed. Leaders were responsible for reporting to the Parish Council and requesting any support needed. The following roles and responsibilities of working groups currently active were noted.

- 7.4.1 **Neighbourhood Plan Group** It was noted that David Short would continue as leader with Graham Lee, Norton Mahy and parishioners as members.
- 7.4.2 **Yearbook Group** It was noted that David Short had indicated he would not continue as leader; the group was scheduled to meet and discuss future responsibilities.
- 7.4.3 **Litter picking** It was noted that Madeleine Legg would remain involved; responsibilities would be discussed further prior to the annual event next March.
- 7.4.4 **Ashwell Village Sports** It was noted that the leader was Guy Reed with other parishioners as members.
- 7.4.5 **Local business support** It was noted that Cllr Graham Lee would continue as leader.
- 7.4.6 **Springs Volunteers** It was noted that parishioner Martin Lush would continue as leader with other parishioners as members.
- 7.4.7 **Protection of valued trees** It was noted that this was a new group with Cllr David Sims (leader) and parishioner Sue Cawthra.

7.5. Representatives for liaison with other authorities

- 7.5.1 **Hertfordshire Highways** It was noted that Cllr David Sims would continue.
- 7.5.2 **Hertfordshire Highways/Rights of Way** It was noted that Parishioner Martin Lush would continue with other parishioners and support from Cllr Graham Lee.
- 7.5.3 **North Herts District Council** Vacant.

8. Appointments to other bodies and representatives for other bodies

8.1 Ashwell Village Trust (charity no. 294673)

It was noted that the Chairman is the chairman of the trust and two parish councillors are trustees (these were currently David Sims and Bridget Macey). It was agreed that Cllr David Sims would continue and the other position considered.

The AGM of the trust was to be held prior to the June Council meeting, Wednesday 5th June.

8.2 Allotment for Exercise and Recreation (charity no. 245521)

It was noted that the Parish Council is the sole trustee.

The AGM of the trust was to be held prior to the June Council meeting, Wednesday 5th June.

8.3 Moss Cottage Homes

It was noted that the two trustee positions nominated by the Parish Council were appointed in 2018 for a term of four years (Elizabeth Coldstream and Phillida Shaw).

8.4 Henry Colbron Trust and liaison with the School. Responsibility: Cllr Gemma Allan.

8.5 Ashwell Museum liaison. Responsibility: Cllr Martin Hoffman. It was noted that Cllr Hoffman was a trustee of the museum in his own right.

8.6 Ashwell Village Hall liaison. It was noted that Cllr Mark White currently attended meetings of the Village Hall Management Committee but that procedures would change as and when the Parish Council took over the holding (also called custodian) trusteeship.

9. Minutes of previous meetings

9.1 Proposal for approval and signature of the minutes of the Council meeting 1st May 2019.

It was *resolved* that these be approved and signed.

Action: MNW

Meeting closed 9.45pm.

Forthcoming meeting dates (all in the Parish Room):

- AGM of the Ashwell Village Trust (charity no.294673), Wed 5th June, 7.30pm.
- AGM of the Allotment for Exercise and Recreation (charity no. 245521), Wed 5th June 8.00pm.
- Ashwell Parish Council Meeting, Wed 5th June, 8.05pm