

# **WOOTTON and EAST HUNSBURY PARISH COUNCIL**

*Hunsbury Library, Overslade Close, East Hunsbury Northampton*

## **MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**

**Wednesday May 18<sup>th</sup> 2011**

**Present: Cllrs Nunn, Gonzalez De Savage, Bartley, Collard, Costello, Eldred, Hill, Patel, Penny, Savage, Rayner,**

### **2011\_1. To Elect a Chairman of the Council**

Cllrs Nunn and Costello were nominated for the position of chair, there being no other nominations the chair moved straight to a vote:

**It was resolved to elect Cllr Jonathan Nunn as chair of the council with 10 votes in favour.**

### **2011\_2. To receive the Chairman's declaration of acceptance of office.**

Cllr Nunn duly signed his declaration of acceptance of office as chair

### **2011\_3. To elect a Vice-Chairman of the Council**

Cllrs Gonzalez De Savage and Costello were nominated for the position of vice-chair, there being no other nominations the chair moved straight to a vote:

**It was resolved to elect Cllr Gonzalez De Savage as vice-chair of the council with 10 votes in favour**

### **2011\_4. Delivery by councillors of their declaration of acceptance of forms**

Cllrs were asked to sign their declaration of acceptance of office forms.

It was agreed to receive Cllr Gurney's declaration of acceptance of office at a later date as he was not present at the meeting.

It was noted that Cllr Costello had not received a copy of the code of conduct and therefore did not feel able to sign the declaration at that time. It was agreed to receive his declaration at a later date.

A copy of the councillor job description that had been prepared was also circulated. Cllr Costello asked for it to be noted that he did not feel that it was appropriate for Cllrs to have a job description as it was an unpaid post, the purpose of which was to represent the community.

It was noted that Northants CALC had been asked to review and comment on the job description and that Northants CALC fully supported the document. It was noted that the job description was never meant to be a contractually binding document, but would clarify for the public what members do.

It was further noted that the job description had been prepared with the elections in mind so that those with little knowledge of the sector could have some understanding as to what members do.

### **2011\_5. To receive apologies for absence**

Apologies had been received from Gary Gurney (Away)

**It was resolved to accept the apology.**

### **2011\_6. Confirmation of the minutes from April 2011**

It was unanimously resolved to confirm the minutes of the meeting on the 20<sup>th</sup> April subject to the following amendment. "PCSO Egdell" not Edgall (Incorrect spelling of surname) the amendment was made and these were duly signed.

## **2011\_7. Receipt of nominations to committees**

Prior to receiving nominations to the committees Cllr Costello proposed that an alternative committee structure is adopted. The proposal was that in view of the forthcoming governance review and the possibility that the parish be split that the council should prepare for this by running two committees one for Wootton and one for East Hunsbury, the full council then only need to meet on the statutory number of occasions.

During discussion the following points were raised:

- The decision to split the Parish or not does not lie with the Parish Council, it will be the decision of the Borough Council, after they have carried out a community governance review.
- To adopt a new structure now could be seen as the council pre-determining the consultation exercise that the Borough Council will carry out.
- The Parish Poll which took place in 2008 had had a low turnout.
- If a decision to split the Parish were put into place this would probably not be effected during the term of this council.
- If the Parish were to split then the Borough Council would make transitional arrangements which would be likely to include setting up of a shadow council.
- The existing council does benefit from economies of scale which benefit the whole Parish

Following discussion the chair moved to a vote:

Those in favour of the proposed new structure 1, those against 10

Those in favour of maintaining the previous structure 10 those against 1

**It was therefore resolved to maintain the existing committee structure.**

### **Receipt of nominations to existing committees:**

It was noted that the Chair and Vice-Chair of the committee were de-facto members of each committee in line with standing orders.

### **Finance and Personnel Committees**

Nominations for the finance and personnel committee were:

- Yvonne Rayner
- Liam Costello
- Stewart Bartley
- Brandon Eldred

**It was therefore resolved that these would be the members of this committee.**

### **Community Centres Committee**

Nominations for the community centres committee were:

- Desmond Savage
- Jean Penny
- Gary Gurney
- Suresh Patel

**It was therefore resolved that these would be the members of this committee.**

### **Walk in the Park Committee**

Nominations for the community centres committee were:

- Brandon Eldred
- Suresh Patel

- Russell Collard

**It was therefore resolved that these would be the members of this committee with one vacancy.**

#### **2011\_8. Review of standing Orders**

##### **Resolution to re-adopt existing standing orders**

The clerk noted that best practice advice from NALC is now not to include a Saturday when calculating three clear days. It was therefore proposed that paragraph 1c should read:

*C When calculating the three clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a **Saturday**, Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning shall not count.*

**Following discussion it was unanimously resolved to re-adopt the existing standing orders subject to the amendment to paragraph 1c.**

#### **2011\_9. Review of Financial regulations**

##### **To review the proposed amendments**

The clerk had circulated proposed amendments to financial regulations.

Paragraphs 7.1, 7.3, 7.4, were amended to include either the customer service and operation manager or the centre steward.

Paragraphs 3.4 and 7.1 were amended as there was an anomaly between the two amounts.

It was agreed that the clerk should have authority to spend up to £1,000 in case of extreme urgency.

It was unanimously resolved that the 2 amendments detailed above should be incorporated into financial regulations.

It was noted that paragraph 6.4 should read;

*Late Payment of Commercial Debts (Interest) Act 1998, **as amended** and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding Para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.*

It was noted that financial regulations should be amended to incorporate the use of credit cards.

It was unanimously resolved that the clerk should incorporate a section on credit cards into the regulations and that these would be submitted to the next council meeting.

#### **2011\_10. To approve the payments to be made in May 2011**

Councillors reviewed the payments to be made in May and **it was unanimously resolved to approve the payments to be made.**

#### **2011\_11. Review of councils Asset Register**

Councillors reviewed the asset register. Cllr Penny asked for clarification as to whether or not the seniors secure cupboard was included on the asset register.

**Asides from this the asset register was approved by the council.**

#### **2011\_12. To receive an update on this year Walk in the Park Event**

Cllr Eldred gave a report on this year's event. Preparations were going well and sales were above budget. It was noted that publicity would increase following the elections.

#### **2011\_13. To set the dates, time and place of ordinary meetings of the full council for the year ahead. (Schedule Attached)**

**To note the dates for future council meetings: – 3<sup>rd</sup> Wednesday of each month, Hunsbury Library**

The clerk had circulated a list of meeting dates and times, which was noted.  
It was suggested that meetings be alternated between Wootton and East Hunsbury Libraries. The clerk is to investigate the costs of hiring the library at Wootton Fields.

**2011\_14. Administration and Service requests**

The noticeboard at the top of Lady Hollow Drive was in a poor state of repair and no notices were displayed on it.

There was no noticeboard in the village.

The lettering on the noticeboard at Tesco needed repair.

The Bus shelters in East Hunsbury are in need of repair

Planters under the railway bridge in East Hunsbury are in need of refurbishment.

Noted that if any councillors need name badges or business cards they should contact the clerk.

If any councillor wishes to take an allowance they should contact the clerk.

**2011\_15. Signed**

**Date 12.05.11**

**Addendum** Cllr Savage congratulated those members of the parish council who had just been elected to the Borough Council