

WERRINGTON PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD SUNDAY 19TH MAY 2019 AT 10AM
IN WERRINGTON LIBRARY**



PRESENT:

Cllrs K Griffiths, T McNicol, H Rylands, A Shipley, B Hughes, J Hodgetts (arrived at 10.10am)

Zoë Grindey (Clerk)

No members of the public were present

Cllr K Griffiths as the outgoing Chair opened the meeting at 10am

AMC001/19 ELECTION OF THE CHAIR OF THE COUNCIL

Cllr H Rylands nominated Cllr A Shipley. This was seconded by Cllr B Hughes and resolved.

Cllr A Shipley took over as Chair of the meeting.

AMC002/19 ELECTION OF THE VICE CHAIR OF THE COUNCIL

Cllr H Rylands nominated Cllr K Griffiths. This was not seconded.

Cllr K Griffiths nominated Cllr B Hughes. This was seconded by Cllr T McNicol and resolved.

AMC003/19 ACCEPTANCE OF OFFICE

The Acceptance of Office forms for the positions of Chair and Vice Chair were signed and witnessed.

AMC004/19 APOLOGIES

Cllr J Hodgetts was initially thought to be absent and it had been agreed that she could sign her Declaration of Acceptance of Office at a later time, due to her ill health. However, during these discussions, Cllr J Hodgetts arrived and signed her Declaration of Acceptance of Office before continuing with the meeting.

The Chair called a temporary pause to the meeting to allow Cllr J Hodgetts to sign her forms.

AMC005/19 REVIEW OF DELEGATION ARRANGEMENTS

It was agreed that current delegation arrangements for the Planning Committee, Risk and Asset Management Committee and the Clerk will remain the same.

AMC006/19 TERMS OF REFERENCE

It was agreed that the terms of reference for the Risk and Asset Management Committee will remain the same. New terms of reference are to be drafted for the Planning Committee.

AMC007/19 EXISTING COMMITTEES AND PANELS

- a) Planning Committee – all current members were appointed
- b) Risk & Asset Management Committee – Cllrs K Griffiths, A Shipley and T McNicol were appointed
- c) Disciplinary Panel – Cllrs A Shipley, K Griffiths and J Hodgetts were appointed
- d) Grievance Panel- Cllrs H Rylands, B Hughes and T McNicol were appointed
- e) Appraisal Panel – Cllrs A Shipley and K Griffiths were appointed

It was agreed that the make up of the above may change following the co-option of new Councillors.

AMC008/19 NEW COMMITTEES, PANELS OR WORKING GROUPS

- a) Grants Panel – Cllrs B Hughes and T McNicol were appointed. It was agreed that a member of the public would also be invited to sit on this panel. Terms of reference to be drafted with recommendations to be made to full Council.
- b) Werrington Sports Ground Working Group – Cllrs K Griffiths, A Shipley and H Rylands were appointed. Former Councillor Jeremy Fryer to be invited to join, due to his knowledge and expertise in this area. It was agreed that the purpose of the working group was to oversee the transition of the Sports Ground to a trust. Terms of reference to be drafted.

AMC009/19 REPRESENTATIVES

The following representatives were appointed:

- a) Wetley Moor Committee – Cllr T McNicol
- b) Parish Assembly – Cllr B Hughes
- c) Village Hall Committee – Cllr T McNicol

AMC010/19 CONTACT COUNCILLORS

The following Councillors were appointed as contacts for the following:

- a) Allotments – Cllr T McNicol
- b) Footpaths – Cllr K Griffiths
- c) Playing Fields/Sports Ground – Cllr H Rylands
- d) Lengthsman – Cllr J Hodgetts

- e) Delivery of flowers to residents 90+ - it was agreed that this would be carried out by former Councillor Jean McNicol with the Chair in attendance where possible.

AMC011/19 DOCUMENT REVIEW

- a) Standing Orders – this was adopted but it was agreed that a full review be carried out in the near future. Councillors to contact the Clerk with any suggested amendments.
- b) Financial Regulations – this was adopted but it was agreed that a full review be carried out in the near future. Councillors to contact the Clerk with any suggested amendments.
- c) Asset Register – this was agreed but a full review to be carried out by the Risk and Asset Management Committee.
- d) Insurance Cover – it was agreed to continue with the current provider as part of the 3-year deal. Amendments to be made if necessary following review of asset register.

AMC012/19 ACCOUNTS

The previously circulated accounts and payment schedule were discussed. Clerk to update Councillors on the outstanding payments for the allotments.

Cllr B Hughes proposed that the accounts and payment schedule were approved. This was seconded by Cllr H Rylands and resolved.

AMC013/19 BUDGETS

The revised budgets for the year (previously circulated) were reviewed.

The Chair proposed that the budgets were approved. This was resolved.

AMC014/19 CO-OPTION OF NEW COUNCILLORS

A discussion was held. It was agreed that vacancies should be advertised on the website and Facebook. Interested parties to contact the Clerk for an application form. Interviews would be arranged once applications are received.

AMC015/19 CORRESPONDENCE

a) Allotment Lease

The Clerk read out the proposed increase to the Allotment lease from SMDC from £450pa to £550pa. A discussion was held.

Cllr K Griffiths proposed that £500pa would be an acceptable amount with small annual increases to the rents charged. This was seconded by Cllr H Rylands and resolved.

b) Lengthsman Cover

The Clerk stated that she had been informed by the Lengthsman that he would be on leave for the week commencing 10th June. It was agreed that Cllr J Hodgetts would contact Howard Whitehurst to provide cover during this period.

AMC016/19 GROUNDS MAINTENANCE CONTRACT

A discussion was held. It has been reported that the strip of grass at the bottom of Caroline Close has not been cut for some time. It is not thought that this land belongs to the Parish Council. Cllr T McNicol has contacted County Councillor R Ward to confirm ownership of the land. The Contractor has requested a key to the allotments and the bowling green. Cllr T McNicol to arrange. A review of the schedule of work to be put on the agenda for the next meeting.

It was agreed that the Grounds Maintenance Contract be awarded to County Grounds Service for 12 months, with the potential to extend to 3 years subject to Council being happy with the work carried out.

MEETING CLOSED AT 11AM

DATE OF NEXT MEETING IS MONDAY 10TH JUNE