**Holcombe Burnell Parish Council**

**Parish Council Annual Meeting 2018**

**Monday 14th May 2018 at 7.00pm - Longdown Village Hall**

Present: Chair Cllr B Shipley, Cllrs T Turner, M Bulley, D Friend, J Betney,

Clerk D Radford-Lewis and 2 Members of Public Apologies: Cllr Eden, Studholme, Wilson, Blight, Wood

1. **To confirm the minutes of the Annual Parish Meeting 2017 –** checked & signed in June 2017 meeting.
2. **The Chairman's report -** to receive the annual report from exiting Chairman Bob Shipley –

2017/18 has been dominated by events round the World and Europe. That is to say Brexit and Westminster. Fortunately, we in our parish do not consider and decide on these matters. Though there are time when I think we could do a better job, at least no worse.

One international matter has had an impact and will in the future and that is the data handling, electronic processing, personal security and privacy act. In turn it has required so called openness. So we now have a website, further rules governing meetings, and we can expect more. It’s modern life. Following the demise of our parish magazine we joined with the Tedburn Times, in order to maintain communication with the parish. Thanks to Marge Addicott and her team and Cynthia Venner, it seems to be running smoothly. The Parish footpaths have been well maintained and I would like to thank Mike Long, our coordinator, we are lucky to have his services. We considered a remake of our neighbourhood plan. However, balancing the workload required and likely benefits it was not carried forward. Nevertheless it will be kept under review. The bus shelters and play area required repairs and my thanks to councilors Turner, Friend and others for their help and advice. I am sure many in the Parish have no idea how much attention and additional help individual councilors give. But it is the essential lubrication of society.

In conclusion, I want to thank Debbie for her friendly and efficient work and all of you for your personal support.

1. **Matters raised by members of the public -** Members of the public are welcome to address the council on any matters with regard to the parish – Renewing the Tedburn Times delivery to some parishioners were discussed as it would appear some have been missed. Marge Addicott will follow this up with the Tedburn Times team. **Meeting closed 19:15**

**Parish Council AGM 2018 held Monday 14th May 2018**

Present: Cllrs B Shipley, T Turner, M Bulley, D Friend, J Betney,

Clerk D Radford-Lewis and 2 Members of Public Apologies: Cllr Eden, Studholme, Wood, Blight

1. **Acceptance of Office –** 
   1. **Declaration –** not required as non- Election year
   2. **Register of Members' Interests –** No changes
   3. **Code of Conduct -** to remind Councillors:
   4. Do they have any declarations of interest
   5. To ask if there have been any changes to members register of interest
   6. To remind Councillors of the Code of Conduct

1. **Election of the Chairman -** The Clerk invited nominations for the role of Chairman – Cllr Bulley nominated Cllr Shipley, seconded by Cllr Turner – vote was **UNANIMOUS**. Cllr Shipley accepted the post with the Vice Chair to support when he is unable to attend.
2. **Election of the Vice Chairman -** The Chair invited nominations for the role of ViceChairman. Cllr Shipley nominated Cllr Turner, seconded by Cllr Bulley – vote was **UNANIMOUS**. Cllr Turner accepted the post.
3. **Election of Planning Committee, Footpath Warden[s] and Village Hall Committee Representative & Finance Committee**
4. Planning Sub Committee: To be drawn as and when necessary from any of the Councillors for the purpose of site visits and meetings with TDC, etc. It was agreed that a minimum of three Councillors must be present and the agreement reached by majority decision, except where only three are present. Wherefore the vote should be unanimous. If this is not the case the planning matter would be brought back to the Council for discussion – **all agreed.**
5. Footpath Warden[s]: Mike Long was proposed by Cllr Shipley and seconded by Cllr Turner – vote was **UNANIMOUS** and as Mike Long was not in attendance the Clerk will contact him to see if he accepts this post.
6. Village Hall Committee Representative: Cllr Eden was proposed by Cllr Shipley and seconded by Cllr Bulley – vote was **UNANIMOUS** and the Clerk will contact him to see if he accepts this post.
7. Finance Committee: To be drawn as & when necessary. It was agreed that a minimum of three Councillors must be present and the agreement reached by majority decision, except where only three are present. Wherefore the vote should be unanimous. If this is not the case the matter would be brought back to the Council for discussion – **all agreed.**
8. **Minutes** **of the previous AGM held** – completed June 2017
9. **Review of Standing Orders and Financial Regulations** –The Clerk confirmed there have been updates provided by NALC and these had been sent to all councilors prior to the meeting for review. It was proposed by Cllr Turner, seconded by Cllr Friend that the standing orders & financial regulations were adopted – It was agreed Cllr Studholme will check the bank reconciliations by email once a quarter - vote **UNANIMOUS.**
10. **Review of Land and Asset Register** –this was shared and agreed. This will be sent to the Auditors with the required paperwork in June and displayed on the website to comply with the Transparency Act.

**Meeting Closed 7.30pm**