

**LANGLEY BURRELL PARISH COUNCIL
DRAFT MINUTES**

Annual Council Meeting

held at 7.30pm

Maud Heath Room, Langley Burrell Village Hall

21st May 2018

Present: Cllr Robert Whitrow (Chairman), Cllr Rick Colthorpe, Cllr Julie Hoskins (Vice Chairman) and Cllr David Mannering

Also Present: Wiltshire Councillor H Greenman and Mr V A Vines MBE Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

001/18 ELECTION OF CHAIRMAN

Cllr D Mannering proposed, Cllr R Colthorpe seconded, that Cllr R Whitrow be elected to serve as Chairman of the Parish Council for the 2018/2019 Council Year. Cllr R Whitrow indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor R Whitrow signed his Declaration of Acceptance of Office.

002/18 ELECTION OF VICE CHAIRMAN

Cllr R Whitrow proposed, Cllr R Colthorpe seconded, that Cllr Julie Hoskins be elected to serve as Vice Chairman of the Parish Council for the 2018/2019 Council Year. It was **RESOLVED UNANIMOUSLY** that she be elected.

003/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Katerina Johnstone

004/18 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr R Whitrow proposed, Cllr D Mannering seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign.

005/18 CALENDAR OF MEETINGS FOR 2018/2019

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2018/2019. Proposed Cllr R Whitrow, seconded Cllr Julie Hoskins and **RESOLVED UNANIMOUSLY**. The dates agreed were:

18 June 2018	Full Council Meeting
16 July 2018	Full Council Meeting
17 Sept 2018	Full Council Meeting
15 Oct 2018	Full Council Meeting
19 Nov 2018	Full Council Meeting

21Jan 2019	Full Council Meeting
18 Feb 2019	Full Council Meeting
18 March 2019	Full Council Meeting
8 April 2019	Annual Parish Meeting + Full Council Meeting
20 May 2019	Annual Council Meeting + Full Council Meeting

006/18 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

a) Planning Application 18/02037/FUL Working Group

The Council had agreed at the Extraordinary Council Meeting held on the 2nd May 2018 to establish a Working Group with agreed Terms of Reference to consider and make recommendations to the Council and, when necessary to meet timescales of Wiltshire Council, through Council delegation to the Clerk, to respond on the Council's behalf to matters relating to planning application 18/02037/FUL, Land at Rawlings Farm, Construction of Bridge, Temporary Haul Road etc.

The Working Group required nominated Council Membership for consistency and it was recommended that three Council Members be appointed to the Working Group. **It was agreed that** Cllrs R Whitrow, D Mannering and Julie Hoskins would represent the Parish Council.

The Clerk had been requested to provide Terms of Reference for the Working Group, which were circulated and accepted.

The Parish Council acknowledged that the community should propose the three community representatives but in the interests of timescale the Council suggested that invitations should be given to Richard Walker, Saritha Pilbrow and Tina Beamer to become Members.

007/18 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering again and looked forward to receiving Reports and Updates throughout the year at Full Council Meetings.

Community Neighbourhood Watch Coordinator – No appointment
Community Emergency Planning Coordinator – defer until Emergency Plan produced
Community Rights of Way Warden – Cllr D Mannering
Designated Highways and Flood Warden – Cllr Julie Hoskins
Neighbourhood Area Plan Steering Group – Cllr D Mannering and Cllr R Whitrow
Village Hall Committee Representatives – Cllr Katerina Johnstone
Recreation Field Representative – Cllr Katerina Johnstone
Charities/Trustees Representative – Cllr Julie Hoskins
Website Representative – Mr V A Vines
Chippenham Area Board (Wiltshire Council) – Cllr Julie Hoskins
Development Control North (Wiltshire Council) – Cllr D Mannering
Chippenham & Villages Community Area Partnership – It was understood that this Partnership was no longer active and no appointment was required
Chippenham Area Rural Parish Forum – Cllrs D Mannering and Cllr Julie Hoskins
Wiltshire Council Northern Flood Working Group – No appointment required
Planning Application 18/02037/FUL Working Group – Cllrs R Whitrow, D Mannering and Julie Hoskins

Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and **RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

008/18 COUNCIL POLICIES

The Council agreed to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme, Complaints Policy, Vexatious Persons Policy and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr R Whitrow proposed, Cllr D Mannering seconded and **RESOLVED UNANIMOUSLY**

009/18 INTERNAL AUDITOR

The Council had considered the position of Internal Auditor for the Year 2017/2018 at the Council meeting held on the 16th April 2018 **and agreed** that Mr Edward Ferguson should be re-appointed. **(noted)**

010/11 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was legally required to register under the Data Protection Act 1998 and renewed the registration every year. The Clerk had re-registered the Council under Registration Reference Z7854058 covering the period ending 15th May 2019. The Council is registered as a Data Controller. **(noted)**

011/18 CLOSURE OF MEETING

There being no further business to conduct the Chairman closed the Meeting at 8.10pm. A Full Council Meeting followed the closure of the Annual Council Meeting.

Signed:

Chairman, Langley Burrell Parish Council

Date: **18th June 2018**