

**ALDERMINSTER PARISH COUNCIL**

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**Clerk:** Sarah Furniss

**Present:** Cllrs J Melville, G Smith, K Jones and M Meadows

**In attendance:** S Furniss (Clerk), Cllr P Seccombe (Stratford District Council), and approximately 5 members of the public.

**Minutes of the Annual Meeting Held on 18 May 2016**

<b>1</b>	<p><b>a) Election of Chairman and Vicechairman</b></p> <p>Cllr Smith proposed and Cllr Jones seconded Cllr Melville as Chairman and with no other nominations, it was <b>resolved</b> that Cllr Melville be Chairman for the next 12 months.</p> <p>Cllr Melville proposed and Cllr Jones seconded Cllr Smith as Vice Chairman and with no other nominations, it was <b>resolved</b> that Cllr Smith be Vice Chairman for the next 12 months. <b>John proposed Geoff Smith</b></p> <p><b>b) Signing of Acceptance of Office for these positions.</b> Cllrs Melville and Smith signed the acceptance of office.</p>
<b>2</b>	<p><b>TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE</b> Cllr J Dignan had sent his apologies due to being on holiday.</p>
<b>3</b>	<p><b>TO ACCEPT APOLOGIES FOR ABSENCE</b> Cllr Dignan's apologies were accepted.</p>
<b>4</b>	<p><b>TO RECEIVE DECLARATIONS OF INTEREST FROM COUNCILLORS ON ITEMS ON THE AGENDA</b></p> <p>Cllr Meadows declared an interest in respect of 23b.</p>
<b>5</b>	<p><b>TO RECEIVE WRITTEN REQUESTS FOR DISPENSATIONS FOR DPI's (if any)</b></p> <p>None received.</p>
<b>6</b>	<p><b>TO GRANT ANY REQUESTS FOR DISPENSATIONS</b> Not applicable</p>
<b>7</b>	<p><b>TO APPROVE MINUTES of 12 May 2016</b></p> <p>It was <b>resolved</b> that the minutes be accepted as a true record</p>
<b>8</b>	<p><b>PUBLIC PARTICIPATION</b></p> <p>Andrew Prince queried why the website gave today's date of both Parish and Annual Meeting. It was clarified that the date of the Parish Meeting had been changed and apologies were made by the Clerk for not having changed the meeting list.</p>
<b>9</b>	<p><b>REPORT FROM DISTRICT/COUNTY COUNCILLOR</b></p> <p>Cllr I Seccombe had sent her apologies and, therefore, there was no report from the County Council.</p> <p>Cllr P Seccombe stated that the District Council's budget had been agreed in February and this is reflected in 2016-17 Council Tax ratings. It is anticipated that the Core Strategy will be adopted in June or July of this year. Cllr Seccombe went on to encourage development of a Neighbourhood Plan which should present a vision for the development of the Parish of Alderminster not simply a tool to prevent major development</p>
<b>10</b>	<p><b>Finance Report – Appendix 1</b></p> <p>It was <b>resolved</b> that the payments listed be agreed. The Clerk reported that there will be a further two cheques to sign which will need to be authorised at the next meeting (Village Hall Hire and Insurance).</p>
<b>11</b>	<p><b>Clerk's Report – Appendix 2</b></p> <p>Cllr Smith reported that he had been informed of a parishioner having a bad fall at the backwash bridge where the hole is getting ever deeper. There are a number of outstanding issues with WCC Highways Department and Cllr Smith will contact Jeff Morris to chase progress on all these issues.</p>

Signed as a true record by..... Cllr J Melville, 3 June 2016

	<p>Cllr Jones reported that she met with the Clerk to gain an oversight of the website maintenance and will undertake this responsibility from 1 June 2016.</p> <p>Cllr Melville requested that the Clerk check on the status of the request submitted by the Council regarding the Barwood Development Reserved Matters.</p>
<b>12</b>	<b>Correspondence Report</b> No relevant correspondence to report.
<b>13</b>	<p><b>Naming of Four Street on New Development</b></p> <p>There was discussion regarding using individuals' names but the decision was made that this had the potential for causing offence. It was <b>resolved</b> that the following will be submitted to Stratford District Council:</p> <ul style="list-style-type: none"> <li>a) Skylark Road</li> <li>b) Minster View</li> <li>c) Kingfisher Drive</li> <li>d) Pheasant Close</li> </ul>
<b>14</b>	<p><b>Open Spaces Adoption – Land North of Alderminster</b></p> <p>Following discussion it was <b>resolved</b> that negotiations continue with Barwood Homes based on the financial package offered whilst views of parishioners is canvassed.</p>
<b>15</b>	<p><b>a) Readoption of Policies/Procedures (no legislative changes being required since their adoption)</b></p> <ul style="list-style-type: none"> <li>- Standing Orders (adopted January 2016)</li> <li>- Transparency Policy (adopted June 2015)</li> <li>- Code of Conduct (adopted September 2015)</li> <li>- Complaints (adopted September 2015)</li> <li>- Dealing with the Media (adopted June 2015)</li> <li>- Publication Scheme (adopted 2015)</li> </ul> <p>It was <b>resolved</b> that the Policies/Procedures be readopted.</p> <p><b>b) Adoption of Financial Regulations – Appenedix 4</b></p> <p>Cllr Meadows proposed and Cllr Smith seconded that the presented Financial Regulations be adopted and this was <b>resolved</b>.</p>
<b>16</b>	<p><b>a) Mega Query Regarding Contribution to Children's Gift to Celebrate the Queen's 90<sup>th</sup> Birthday</b></p> <p>It was <b>resolved</b> that this request would not be met. Whilst there was recognition that though gifts had been purchased for the Queen's Jubilee this did not set a precedent for a Monarch's birthday.</p> <p><b>b) Mega Request for £100 grant towards Picnic in the Park on 12 June 2016 to celebrate the Queen's 90<sup>th</sup> Birthday</b></p> <p>Cllr Smith proposed and Cllr Meadows seconded that this grant be made and this was <b>resolved</b>.</p>
<b>17</b>	<p><b>Audit</b></p> <p>The Clerk reported that Bill Robinson has partially undertaken the internal audit but had been unable to complete it due to the end of years accounts not being ready. These are now complete and it is hoped that the internal audit will be completed next week. The audit paperwork is due to be submitted to the external auditors by 17 June (though the Clerk is confident she could negotiate an extension to the end of June) and an extraordinary meeting will be required to sign off the audit and accounts.</p>
<b>18</b>	<p><b>Community Speed Monitoring</b></p> <p>Cllr Smith reported that of the 9 volunteers, 5 have undertaken training and it is anticipated that speed monitoring will be undertaken in June. Following this the issue of joining forces with other Parish Councils to purchase speed monitoring equipment will be considered.</p>
<b>19</b>	<p><b>Neighbourhood Plan – Area Designation – Appendix 5</b></p> <p>Cllr Smith reported that he has had meetings with SDC officers and the cost of a survey will be within the region of £800 - £1,200 and it is hoped that this will be undertaken in September. The purpose of the questionnaire will be to engage with parishioners for evidence gathering. It will be necessary to undertake consultation with parishioners to define what should be included in the Plan. Cllr Jones will lead on communications and it is planned that a monthly bulletin will be published in Village Voices. Grant support</p>

	<p>of £8,000 is available but there may be a requirement for “top-up” by the Parish Council. Between now and September it is anticipated that ongoing work will be undertaken on the processes involved.</p> <p>Consideration was given to submission of the Area Designation as presented and it was <b>resolved</b> that the Parish Boundary will be the designated area and that the wording of the application be amended to remove paragraph 3.2 and completion of Council details.</p>				
20	<p><b>Vacancy Created by the Death of Cllr Arthur Jenkins</b></p> <p>The Clerk reported that the necessary notice has been drafted for display from Monday 23 May with closing date for request for election by 10 June.</p>				
21	<p><b>Insurance – Appendix 6</b></p> <p>It was <b>resolved</b> that the quote for Insurance Cover by Ecclesiastical will be accepted.</p>				
22	<p><b>Church Clock</b></p> <p>Cllr Jones reported that the negotiation is being undertaken with the Church of England regarding availability of Grant for repair of the clock (cost having been established). There may be a requirement for fund raising.</p> <p>It was clarified that the Clerk has been informed that lighting of the clock tower can continue. It was <b>resolved</b> that a legal opinion be obtained (via WALC) regarding:</p> <ul style="list-style-type: none"><li>a) Whether the Council can make a grant towards repair of the clock on the basis that it is used by the general public not just for the purpose of the Church and its congregation;</li><li>b) Whether the Council can make a grant towards the lighting of the clock on the same basis;</li><li>c) Whether the Council can continue to make a grant towards the lighting of the clock whilst it is not working.</li></ul>				
23	<p><b>Planning</b></p> <p><b>a) To Receive Any New Planning Applications</b></p> <table><tr><td><a href="#">16/01211/FUL</a></td><td>7/4/2016</td><td>Pending Consideration</td><td>Copperfields Alderminster Stratford-upon-Avon CV37 8NX</td></tr></table> <p>It was <b>resolved</b> that no submission will be made.</p> <p><b>b) To receive any New Decisions</b></p> <p><b>15/04500/LBC</b> Tithe Farm House, CV37 8NN – Granted</p> <p>Cllr Seccombe reported that there is a planning application for a anaerobic digester on Whitehill Farm which is on the Boundary of Alderminster and which the Council may wish to take a view on. The Clerk will contact the relevant planning officer to progress this.</p>	<a href="#">16/01211/FUL</a>	7/4/2016	Pending Consideration	Copperfields Alderminster Stratford-upon-Avon CV37 8NX
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24	<p><b>PLANNED DATES FOR FUTURE MEETINGS &amp; CLOSURE OF MEETING</b></p> <p>To confirm dates for future meetings all of which are held in the Village Hall, New Road, Alderminster at 7.30 unless otherwise indicated:</p> <p><b>20 July 2016</b> <b>21 September 2016</b> <b>16 November 2016</b></p> <p>It was agreed that an Extraordinary Meeting be held on 3 June at 6.30 for the purpose of signing off the Audit.</p>				