

Datchet Parish Council

ANNUAL STATUTORY MEETING

MINUTES OF THE ANNUAL STATUTORY MEETING OF DATCHET PARISH COUNCIL HELD IN THE VILLAGE HALL, DATCHET ON MONDAY 14TH MAY 2018 AT 7.30PM

Present: Cllrs Mrs J. Stickland (Chairman), H. Clasper, P. Darban, Mrs M. Davies, J. Grey,
E. Larcombe, G. Muir, L. O’Flynn, T. A. J. O’Flynn, I. Thompson, A. Verma, A. Clemens
(19:40) Miss K. Fitzgerald (20:02)

Mrs. K. Jones - Clerk to the Council. K. Hillis

Apologies: Cllrs Mrs. P. Barnes-Taylor, Miss Darban

There were 6 members of the public present.

ASM/1 ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting then handed over to the Clerk for the next item.

ASM/2 ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL

Nominations were called for the Office of Chairman.

It was proposed by Cllr Clasper and seconded by Cllr T. O’Flynn that Cllr Mrs. J. Stickland be appointed Chairman of the Council for 2018/19. There were no further nominations.

It was then put to the vote, the results being: -

For 7 Against 0 Abstaining 3 (note Cllr Mrs. Stickland did not vote)

It was therefore declared that Cllr Mrs J. Stickland be appointed Chairman of the Parish Council for the ensuing Municipal year.

ASM/3 DECLARATION OF ACCEPTANCE OF CHAIRMAN’S OFFICE

Having been duly elected, Cllr Mrs J. Stickland accepted the Office of Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

ASM/4 ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL

Nominations were called for the Office of Chairman.

It was proposed by Cllr Mrs. M. Davies and seconded by Cllr E. Larcombe that Cllr I. Thompson be appointed Vice-Chairman of the Council.

It was further proposed by Cllr J. Grey and seconded by Cllr P. Darban that Cllr H. Clasper be appointed Vice-Chairman of the Council.

It was then put to the vote, the results being: -

Cllr I. Thompson	For 5	Against 6	Abstaining 0
Cllr H. Clasper	For 6	Against 5	Abstaining 0

It was therefore declared that Cllr H. Clasper be appointed Vice-Chairman of the Parish Council for the ensuing Municipal year.

ASM/5 TO CONSIDER THE PROPOSAL OF CREATING A PLANNING COMMITTEE

Cllr Clasper proposed that the council set up a Planning Committee as a trial as planning takes the most time in the meetings. If this works it can expand to other functions or council can revert back to original way of working. Meetings will be held monthly, and if this proposal is favorable then terms of reference will be set out. Not all plans will be delegated, those of larger or controversial nature will be brought back to council.

It was proposed by Cllr Mrs. Stickland, seconded by Cllr Thompson and **AGREED** to trial a planning committee. **ALL IN FAVOUR** *Clerk to draft terms of reference*

ASM/6 APPOINTMENT OF LEAD & DEPUTY MEMBERS

Finance and Administration

It was proposed by Cllr J. Grey, seconded by Cllr G. Muir and **RESOLVED** that Cllr H. Clasper be appointed Lead Member for Finance and Administration for the ensuing Municipal Year, there being no further nominations.

It was proposed by Cllr Mrs J. Stickland, seconded by Cllr P. Darban and **RESOLVED** that Cllr A. Verma be appointed Deputy Lead Member for Finance and Administration for the ensuing Municipal Year, there being no further nominations.

Grounds

It was proposed by Cllr T. O’Flynn, seconded by Cllr H. Clasper and **RESOLVED** that Cllr G. Muir be appointed Lead Member for Grounds for the ensuing Municipal Year, there being no further nominations after Cllr Larcombe stated he would not stand for the position.

It was proposed by Cllr J. Grey, seconded by Cllr T. O’Flynn and **RESOLVED** that Cllr A. Clemens be appointed Deputy Lead Member for Grounds for the ensuing Municipal Year, there being no further nominations.

Highways & General Purposes

It was proposed by Cllr T. O’Flynn, seconded by Cllr A. Clemens and **RESOLVED** that Cllr J. Grey be appointed Lead Member for Highways and General Purposes for the ensuing Municipal Year, there being no further nominations.

It was proposed by Cllr Mrs. J Stickland, seconded by Cllr Mrs. L O’Flynn and **RESOLVED** that Cllr Mrs. K. Fitzgerald be appointed Deputy Lead Member for Highways and General Purposes for the ensuing Municipal Year, there being no further nominations.

Properties

It was proposed by Cllr P. Darban, seconded by Cllr T. O’Flynn that Cllr Mrs. J. Stickland be appointed Lead Member for Properties for the ensuing Municipal Year.

It was further proposed by Cllr I. Thompson, seconded by Cllr E. Larcombe that Cllr Mrs. M. Davies be appointed Lead Member for Properties.

It was also further proposed by Cllr J. Grey, seconded by Cllr G. Muir that Cllr A. Verma be appointed Lead Member for Properties.

It was then put to the vote, the results being: -

Cllr Mrs. J Stickland	For 5
Cllr Mrs. M Davies	For 2
Cllr A. Verma	For 5

As the lowest vote Cllr Mrs. M Davies dropped out.

Voting takes place again, the results being: -

Cllr Mrs. J Stickland For 6

Cllr A. Verma For 6

With the casting vote the Chairman votes in favour of Cllr Mrs. J Stickland be appointed for Lead Member for Properties for the ensuing Municipal Year.

It was proposed by Cllr Mrs. J Stickland, seconded by Cllr A. Clemens and **RESOLVED** that Cllr A. Verma be appointed Deputy Lead Member for Properties for the ensuing Municipal Year, there being no further nominations after Cllr P. Darban stated he was not willing to stand for the position.

Planning

It was discussed that there will be 6 members on the Planning Committee, excluding Cllrs Grey and Muir because of the conflict of interest with them also being Borough Councillors. Cllr Clemens also stated he would not wish to be on the committee.

ASM/7 APPOINTMENT OF SPOKESPERSON ON FLOODING

It was proposed by Cllr A. Clemens, seconded by Cllr Mrs J. Stickland and **RESOLVED** that Cllr I. Thompson be appointed Spokesperson for Flooding matters, there being no further nominations.

ASM/8 APPOINTMENT OF THE COUNCILS INDEPENDENT INTERNAL AUDITOR

It was proposed by Cllr E. Larcombe and seconded by Cllr A. Clemens to continue with current internal auditor for this year and let the new council to decide in May 2019. **ALL IN FAVOUR**

ASM/9 TO CONSIDER & APPROVE THE FOLLOWING DOCUMENTS

Risk Assessment and Management Documents

Asset Register

Code of Conduct

Standing Orders & Financial Regulations

Privacy Statement (required by GDPR)

Equal Rights Policy

Subject to correcting the required dates **ALL IN FAVOUR** of approving the above list of statutory documents.

ASM/10 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

Following discussion and nominations the appointments listed in Appendix 'B' to these minutes be approved as per the previous year.

ASM/11 APPOINTMENT OF MEMBERS TO WORKING GROUPS

Following discussions on the working groups listed in Appendix 'C' to these minutes, they be amended and approved.

Village Centre Working & Conservation Area Group – Replace Cllr A. Verma with Cllr Mrs. M Davies.

Riverfront Working Group – Only the steps are left to be installed and the lights fixed so it was **AGREED** that the group can now be disbanded as project complete.

Grounds Contract Maintenance Working Group – **AGREED** that the group can now be disbanded as project complete.

Village Hall Working Group – Group to continue to finish the lighting and heating projects.

Website Working Group – **AGREED** that the group can now be disbanded as project complete.

Stormwater System Working Group – Works continuing so **AGREED** to keep current membership.
Cemetery Working Group – Originally set up for digitization of map and records but **AGREED** that the group stay in place for discussion on extending the cemetery or passing the responsibility to the Borough. It was proposed by Cllr. Mrs. Stickland that Cllr H. Clasper, at his request, be added to the group. **ALL IN FAVOUR**

Cllr H. Clasper suggested a Properties Working Group comprising of himself, Cllrs Darban and Verma and Ian Bacon to look at lighting and heating in the Village Hall. Chairman suggested to continue as it is, not on the list, but she may call for a Properties Working Group at a later date

ASM/12 LIST OF APPROVED CHEQUE SIGNATORIES

It was agreed to continue as previous years signatories.

ASM/13 SCHEDULE OF MEETINGS

The meeting list as presented, held on the 2nd Monday of the month, was **AGREED**.

It was further **AGREED** to add an extra meeting on the 21st January 2019 for finance, but this may need to swap depending on the RBWM date for the return of the precept demand.

THE MEETING CLOSED AT 8.25PM.

CHAIRMAN