

Datchet Parish Council

ANNUAL STATUTORY MEETING

MINUTES OF THE ANNUAL STATUTORY MEETING OF DATCHET PARISH COUNCIL

HELD IN THE VILLAGE HALL, DATCHET ON

MONDAY 13TH MAY 2019 AT 7.30PM

Present: Cllrs Mrs L. O’Flynn (Chairman) Mrs M. Davies, I. Thompson, Mrs P. Barnes-Taylor, T. O’Flynn, I. Bacon, D. Loveridge (19:43)
Mrs. K. Jones - Clerk to the Council. K. Hillis
Apologies: Cllr Larcombe, who is at a Borough meeting first.

There were 8 members of the public present.

ASM/1 ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL

The Clerk called for nominations for the Office of Chairman.

It was proposed by Cllr Mrs P. Barnes-Taylor and seconded by Cllr I. Thompson that Cllr Mrs L. O’Flynn be appointed Chairman of the Council for 2019/20.

There were no further nominations

It was therefore declared that Cllr Mrs L. O’Flynn be appointed Chairman of the Parish Council for the ensuing Municipal year.

ASM/2 DECLARATION OF ACCEPTANCE OF CHAIRMAN’S OFFICE

Having been duly elected, Cllr Mrs L. O’Flynn accepted the Office of Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

ASM/3 ANNOUNCEMENTS

The Clerk advised all Councillors that they are also trustees of the Datchet Recreational Charitable Centre Trust and the Datchet Hall Endowment Fund. She reminded councillors that election expenses claims forms are to be hand delivered to RBWM by the 30th May.

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

Nominations were called for the Office of Vice-Chairman.

It was proposed by Cllr T. O’Flynn and seconded by Cllr I. Thompson that Cllr Mrs P. Barnes-Taylor be appointed Vice-Chairman of the Council.

There were no further nominations

It was therefore declared that Cllr Mrs P. Barnes-Taylor be appointed Vice-Chairman of the Parish Council for the ensuing Municipal year.

ASM/5 APPOINTMENT OF LEAD & DEPUTY MEMBERS

Finance and Administration

It was proposed by Cllr Mrs Davies, seconded by Cllr Mrs P. Barnes-Taylor and **RESOLVED** that Cllr T. O’Flynn be appointed **Lead Member for Finance** and Administration for the ensuing Municipal Year, there being no further nominations.

It was proposed to defer electing a Deputy Lead Member for Finance and Administration to the June meeting.

ALL IN FAVOUR

Grounds

It was proposed by Cllr Mrs P. Barnes-Taylor, seconded by Cllr Mrs M. Davies and **RESOLVED** that Cllr D. Loveridge be appointed **Lead Member for Grounds** for the ensuing Municipal Year, there being no further nominations

It was proposed by Cllr D. Loveridge, seconded by Cllr Mrs P. Barnes-Taylor and **RESOLVED** that Cllr I. Thompson 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 Mrs M. Davies and **RESOLVED** that Cllr I. Thompson 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 P. Barnes-Taylor, seconded by Cllr T. O'Flynn and **RESOLVED** that Cllr Mrs M. Davies 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 I. Thompson, seconded by Cllr T. O'Flynn and **RESOLVED** that Cllr Mrs. M. Davies be appointed **Lead Member for Properties** for the ensuing Municipal Year, there being no further nominations.

It was proposed by Cllr T. O'Flynn, seconded by Cllr Mrs P. Barnes-Taylor and **RESOLVED** that Cllr D. Loveridge be appointed **Deputy Lead Member for Properties** for the ensuing Municipal Year, there being no further nominations.

Planning

It was proposed by Cllr Mrs M. Davies, seconded by Cllr I. Thompson and **RESOLVED** that Cllr Mrs P. Barnes-Taylor be appointed **Lead Member for Planning** for the ensuing Municipal Year, there being no further nominations.

It was proposed by Cllr Mrs. M. Davies, seconded by Cllr T. O'Flynn and **RESOLVED** that Cllr I. Thompson be appointed **Deputy Lead Member for Planning** for the ensuing Municipal Year, there being no further nominations.

ASM/6 APPOINTMENT OF SPOKESPERSON ON FLOODING

It was proposed by Cllr T. O'Flynn, seconded by Cllr Mrs P. Barnes-Taylor and **RESOLVED** that Cllr I. Thompson be appointed **Spokesperson for Flooding matters** for the ensuing Municipal Year, there being no further nominations.

ASM/7 APPOINTMENT OF EVENTS CO-ORDINATOR

It was proposed by Cllr Mrs L. O'Flynn, seconded by Cllr Mrs M. Davies and **RESOLVED** that Cllr Mrs P. Barnes-Taylor be appointed **Events Co-Ordinator** for the ensuing Municipal Year, there being no further nominations.

ASM/8 APPOINTMENT OF THE COUNCILS INDEPENDENT INTERNAL AUDITOR

Following discussions Council asked that the Clerk to obtain 3 quotes for the service of internal auditor for the forthcoming municipal year.

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

ALL IN FAVOUR of approving the above list of statutory documents with no amendments necessary. The Clerk to sign and put the applicable 2019/20 documents on the council website.

ASM/10 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

Following discussion and nominations it was **RESOLVED** that the appointment list, as attached to these minutes, be approved.

ASM/12 APPOINTMENT OF MEMBERS TO WORKING GROUPS

Following discussions on the Working Groups it was **RESOLVED** that the working groups and council membership, as listed below, be approved: -

Conservation Area Working Group

Cllr I. Thompson – Lead

Cllr Mrs P. Barnes-Taylor

Cllr Mrs M. Davies

Cllr D. Loveridge

Stormwater System Working Group

Cllr I. Thompson

Cllr Mrs M. Davies

Cllr E. Larcombe

Cllr P. Barnes-Taylor

Cemetery Working Group

The Clerk

Cllr Mrs L. O’Flynn

Cllr Mrs M. Davies

Cllr T. O’Flynn

Cllr D. Loveridge

Flood Defence Working Group

Cllr I. Thompson

Cllr E. Larcombe

Cllr Mrs P. Barnes-Taylor

Willowfield / Land at Mill Place Working Group

Cllr D. Loveridge

Cllr Mrs L. O’Flynn

Cllr I. Thompson

ASM/13 LIST OF APPROVED CHEQUE SIGNATORIES

Cllr Mrs. L. O’Flynn - Chairman

Cllr T. O’Flynn - Lead Member for Finance

Cllr I. Thompson - Lead Member for Highways

Cllr Mrs M. Davies - Lead Member for Properties

Cllr E. Larcombe

The Clerk

The Clerk to check and add Cllr Loveridge as Lead Member for Grounds.

ASM/14 SCHEDULE OF MEETINGS

The proposed meeting list, to be held on the 2nd Monday of the month, was presented to Council. It was **RESOLVED** to change the April 2020 meeting to be held on the 1st Monday, the 6th April, due to Easter week falling on the 2nd Monday and that the October 2019 meeting to be brought forward to the 7th instead of 14th.

ASM/15 GENERAL POWER OF COMPETENCE

The Clerk explained that the Government introduced the General Power of Competence (GPC) in the Localism Act 2011, to give eligible councils the power to ‘do anything individuals may generally do’ as long as it is not prohibited by other legislation or restrictions.

A Parish Council can resolve, at its first full meeting, that they are eligible for the power if they meet the following criteria:

- Two thirds of the Council are elected, at the time of the resolution
- The clerk holds either the Certificate in Local Council Administration (CiLCA) including section 7 of CiLCA 2012; or a level 4 qualification from the University of Gloucestershire.

The Clerk explained that although she now had gained her CiLCA qualification, with an Exemplary Submission Award, because the Council were no longer made up of two thirds elected members the Council were not, at the moment, eligible. She would check if this would change if a by-election was called to fill the vacancies.

THE MEETING CLOSED AT 20:25

CHAIRMAN