

PARISH COUNCIL OF HILLESLEY AND TRESHAM

Minutes of the Annual General Meeting Held at Hopkins Hall Hillesley on Tuesday 18th May at 8.00 pm

Present: Cllr D Darlow (chair), Cllr W Cockram, Cllr S Lee, Cllr S Haywood, Elizabeth Oakley (clerk)

In attendance: -

Public Participation The clerk had made her contact details available for the meeting on agendas, websites, and noticeboards.

1. To elect Chair and confirm Declaration of Acceptance of Office. Cllr S Lee was duly elected as chair of Hillesley and Tresham Parish Council with effect from this meeting. He signed the acceptance of office form as councillor, and would also sign the declaration of acceptance of office as chair on receipt of the form. As in-coming chair he acknowledged with special thanks the work of the out-going chair who had undertaken to provide hand-over notes which were to follow.

Action points: the clerk to send acceptance of office form for chair for signature.

2. To elect Vice Chair and confirm Declaration of Acceptance of Office. No nominations had been received for the vice chair position. As he had given apologies for this meeting it was to be determined whether the out-going vice chair would continue in the role.

Action points: the clerk to include election of vice chair on the June agenda and the in coming chair to check if the previous vice chair wished to continue.

3. To consider appointment of Committees. The clerk advised there are no current committees of this council standing but the council would have the option to convene during the year if needed.

4. To appoint representative to Assley & Hareley Commons Association. The clerk advised this is an option not taken up in the last five to six years as no request from the Commons Association had been received. The parish council can elect a representative, but the occasion has not arisen in recent years. The out-going chair also advised of the Inglestone Association, although it has not been meeting for some years. It was agreed the parish council would respond during the year if approaches were subsequently made from these organisations.

5. To confirm delegated powers for the Clerk (Proper Officer & Responsible Financial Officer) to include new emergency scheme of delegation. The clerk advised the delegated powers document circulated for this meeting was based on that recommended by the Gloucestershire Association of Parish and Town Councils. In practice during the transition period between Zoom and return to a full schedule of face-to-face meetings, councils could delegate powers to the clerk to run day to day and routine activities of the council within already agreed budgets, meaning the council had the option to convene less monthly meetings during the transition period until September 2021. The delegated scheme did not cover major financial issues such as approval of annual accounts and end of year returns for the external auditor. Therefore, the June 2021 meeting of the parish council would necessarily be a face to face to meeting to deal with key financial matters. The council also noted under this item, the option to hold informal discussions outside council meetings that could feed into full council meetings.

Minutes of May monthly Meeting

Held at Hopkins Hall Hillesley on 18th May 2021 immediately after the annual meeting

Present: Cllr S Lee, (chair), Cllr W Cockram, Cllr S Haywood, Elizabeth Oakley (clerk)

In attendance: David Darlow

Public Participation The clerk had made her contact details available for the meeting on agendas, websites, and noticeboards.

1. To consider apologies for absence. Apologies had been received from Cllr M Humphries.

2. To consider declarations of interest in agenda items. There were no declarations of interest.

3. To confirm the minutes of the meeting on the April 2021. Confirmed as a true record and signed by the chairman.

Action points: D. Darlow to write to developer to inform he is no longer the council contact; clerk to acquire detail of CIL spending requirements; D. Darlow and S. Lee to meet to discuss arrangements for spring grant applications; the chair to confer on plans for co-option of three new councillors within the next six months.

4. To note a report by the Clerk. The clerk advised the first revised level precept installment had been received, and a CIL (Community Infrastructure Levy) payment received. This a planning benefit from recent housing development to be accounted for separately and spent within 5 years. A CIL return for any or nil expenditure to be completed annually for the district authority. The council is now open for grant applications for consideration at the July meeting. The internal audit process over April and May is now coming to an end. The new district councillor for Kingswood, Richard Wilsher, and new county councillor for Wotton Under Edge, Linda Thomas-Cohen, are understood to be in induction and expected to make contact to attend future parish council meetings. The clerk circulated acceptance of office and declaration of pecuniary interest forms to councillors attending the meeting.
Action points: clerk to ensure notification of grants awards round.

5. Finance

5.1. To appoint an internal checker. Cllr S Haywood agreed to become the council's internal checker. This mainly involves review of two financial reports from by the clerk before each council meeting as a form of monthly bank reconciliation. The council would benefit from a move towards BACS transfers in due course.

Action points: the clerk to supply the new internal checker with monthly financial reports.

5.2. To renew annual insurance arrangements; BHIB, (£491.70). The council agreed the annual payment, £491.70, for insurance cover. The clerk agreed the company had provided a good service to date but there may be other options for insurance cover that the council could review next year.

6. To consider councillor vacancies and co-option of new members. There was a need to recruit councillors by co-option into the vacancies. A job description for the councillor role would clarify what was involved. The council would benefit from an informal meeting to discuss why candidates may or may not come forward from different parts of the community.

Action points: S. Lee to draft a councillor job description; the clerk and chair to convene an informal meeting to discuss recruitment; the clerk to make recruitment a formal agenda item for June.

7. To agree date and format for the next Parish Council meeting. The next meeting was agreed for Tuesday 8th June.

Meeting ended at 9.10 pm

The next meeting of Hillesley & Tresham Parish Council will be held on Tuesday 8th June 2021 at 8.00 pm at Hopkins Hall, Hillesley.

I certify that the above minutes are a true record of the above meeting.

Signed Date