

SEAGRY PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 7.30pm

The Small Room, Goss Croft Hall, Upper Seagry SN15 5HD

9th May 2023

Present: Cllr M Barber (Chairman), Cllr R Barr (Vice Chairman), Cllr J H Crosland, Cllr N Hutton, Cllr Emma Sorrell and Cllr K Taylor

Also Present: Wiltshire Councillor H Greenman, 1 Member of the Public and Mr V 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

01/23 ELECTION OF CHAIRMAN

Cllr R Barr proposed, Cllr N Hutton seconded, that Cllr M Barber be elected to serve as Chairman of the Parish Council for the 2023/2024 Council Year. Cllr M Barber indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor M Barber signed his Declaration of Acceptance of Office on arrival.

02/23 ELECTION OF VICE CHAIRMAN

Cllr M Barber proposed, Cllr K Taylor seconded, that Cllr R Barr be elected to serve as Vice Chairman of the Parish Council for the 2023/2024 Council Year. Cllr R Barr indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor R Barr signed his Declaration of Acceptance of Office.

Before moving on the Chairman of the Parish Council, supported by the whole Council asked that the work and commitment of Cllr J H Crosland, the retiring Vice Chairman, should be recognised.

03/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Ball.

04/23 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr M Barber proposed, Cllr J H Crosland seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories, with any two being authorised to sign.

05/23 CALENDAR OF MEETINGS FOR 2023/2024

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2023/2024. **Proposed Cllr M Barber, seconded Cllr K Taylor and RESOLVED UNANIMOUSLY.**

06/23 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council had no Sub-Committees or Working Groups.

07/23 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 - Cllr N Hutton
- Community Emergency Planning Coordinator - Cllr M Barber
- Community Rights of Way Warden - Cllr M Barber
- Designated Flood Warden and Flood Wardens - Cllrs J H Crosland
- Neighbourhood Area Plan Steering Group – No appointments were necessary
- Seagry Allotments – Mr Kevin Pearce
- Chippenham and the Villages Community Area Board - Cllr M Barber
- Chippenham Community Area Parish Forum - Cllr M Barber
- Wiltshire Council Northern Flood Working Group - Cllr J H Crosland
- Wiltshire Council Parish Steward (Link Member) - Cllr J H Crosland
- Chippenham Local Highway and Footpath Group (LHFIG) - Cllr N Hutton
- Goss Croft Village Hall Trustees - Cllrs J H Crosland Cllr Emma Sorrell
- Signpost Magazine Liaison/Editorial - Cllr A Ball
- Chippenham Climate & Ecological Emergency Forum - Cllr Emma Sorrell

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a deputy so that the Council was always represented.

Cllr M Barber proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY that the appointments and arrangements are approved.

08/23 COUNCIL POLICIES

The Council agreed that there was a need 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 and the Risk Assessment and Management Register, also to include the Vexatious Persons Policy and a Complaints Policy. The Clerk would bring forward any changes required for consideration to a future Meeting.

Proposed Cllr M Barber, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY.

09/23 INTERNAL AUDITOR

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2023/2024 and the Council asked the Clerk to employ a suitable person.

Proposed Cllr M Barber, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY.

10/23 DATA PROTECTION REGISTRATION

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference ZA347203 covering the year 2019/2020. The Council is registered as a Data Controller and Council Members are Data Processors. **(noted)**

Signed:

Date: **11th July 2023**