

# LANGLEY BURRELL WITHOUT PARISH COUNCIL

## DRAFT MINUTES Annual Council Meeting

held at 7.00pm

The Meeting was held as a Zoom Virtual Meeting

13<sup>th</sup> May 2021

Present: Cllr R Whitrow (Chairman), Cllr Julie Hoskins (Vice Chairman), Cllr R Colthorpe, Cllr Katerina Johnstone and Cllr Rhian Lavery.

Also Present: Wiltshire Councillor H Greenman and Mr V A 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**

**The Clerk confirmed that prior to the commencement of the Meeting all Council Members had signed their Declaration of Acceptance of Office.**

### 001/21 ELECTION OF CHAIRMAN

Cllr Julie Hoskins proposed, Cllr Katerina Johnstone seconded, that Cllr R Whitrow be elected to serve as Chairman of the Parish Council for the 2021/2022 Council Year. Cllr R Whitrow indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor R Whitrow signed the Declaration of Acceptance of Office.

### 002/21 ELECTION OF VICE CHAIRMAN

Cllr R Whitrow proposed, Cllr Katerina Johnstone seconded, that Cllr Julie Hoskins be elected to serve as Vice Chairman of the Parish Council for the 2021/2022 Council Year. Cllr Julie Hoskins indicated her willingness to serve and it was **RESOLVED UNANIMOUSLY** that she be elected. Councillor Julie Hoskins signed the Declaration of Acceptance of Office.

### 003/21 APOLOGIES FOR ABSENCE

All Council Members were in attendance. (noted)

### 004/21 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr R Whitrow proposed, Cllr Julie Hoskins seconded, and it was **RESOLVED UNANIMOUSLY** that all Parish Council Members should be cheque signatories of the Lloyds Bank Treasurers Business Account with any two being authorised to sign. In addition, in regards to the Online Banking Lloyds Bank CIL Holding Account, the Council confirmed that all Parish Council Members and the Clerk should be online banking signatories, with any three (one being the Clerk) able to authorise transfers between the two accounts.

#### **005/21 CALENDAR OF MEETINGS FOR 2021/2022**

The Parish Council considered a prepared Schedule of Meeting Dates and agreed dates for the Council Year 2021/2022. Proposed Cllr R Whitrow, seconded Cllr Katerina Johnstone and **RESOLVED UNANIMOUSLY**.

#### **006/21 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS**

The Parish Council confirmed that no Sub-Committees or Working Parties were required and the present time. The situation would be kept under review. Proposed Cllr R Whitrow, seconded Cllr Katerina Johnstone and **RESOLVED UNANIMOUSLY**.

#### **007/21 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES**

The Parish Council considered and appointed the following Representatives for the Council Year, thanked all for volunteering and looked forward to receiving Reports and Updates throughout the year at Full Council Meetings.

Community Neighbourhood Watch Coordinator–No appointment. Volunteer required.  
Community Emergency Planning Coordinator – Cllr R Whitrow  
Community Rights of Way Warden – No appointment. Volunteer required.  
Community Speedwatch Coordinator – Mr Folke Pope to be contacted  
Designated Highways, Flood Warden and Parish Steward Link – Cllr Julie Hoskins and Cllr R Whitrow, Deputy when required.  
Neighbourhood Area Plan Steering Group – Cllr R Whitrow and Cllr Rhian Lavery  
Village Hall Committee Representatives – Cllr Katerina Johnstone  
Recreation Field Representative – Cllr Katerina Johnstone  
Charities/Trustees Representative – Cllr Julie Hoskins  
Website Representative – Mr V A Vines  
Chippenham Area Board (Wiltshire Council) – Cllr Julie Hoskins and Cllr Katerina Johnstone, Deputy when required.  
Chippenham Community Area Parish Forum – Cllr Julie Hoskins  
Wiltshire Council Northern Flood Working Group – Cllr Julie Hoskins  
Wiltshire Council Community Area Transport Group (CATG) – Cllr R Whitrow  
Kilvert’s Trail Project – Cllr Rhian Lavery and Cllr R Whitrow

Cllr R Whitrow proposed, Cllr Katerina Johnstone seconded and **RESOLVED UNANIMOUSLY** that the appointments and arrangements are approved.

#### **008/21 COUNCIL POLICIES**

The Council agreed 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, Complaints Policy, Vexatious Persons Policy and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr R Whitrow proposed, Cllr R Colthorpe seconded and **RESOLVED UNANIMOUSLY**

#### **009/21 INTERNAL AUDITOR**

The Council agreed that there was a need to appoint an Internal Auditor for the Year 2020/2021 and the Council asked the Clerk to employ a suitable person.

Cllr R Whitrow proposed, Cllr Julie Hoskins seconded and **RESOLVED UNANIMOUSLY**

#### **010/21 DATA PROTECTION REGISTRATION**

The Clerk reported that the Council was registered with the Information Commissioner under Registration Reference Z7854058 covering the year 2021/2022. The Council is registered as a Data Controller. Council Members are Data Processors as they hold personal information that should not be released into the public domain.  
**(noted)**

Signed:

Chairman, Langley Burrell Without Parish Council

Date: **19<sup>th</sup> July 2021**