

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 21 May 2013 at the Methodist Chapel, Aberford at 7.00pm

Present: Cllr David Howson (Chairman)
Cllr Gill Broadley
Cllr Keith Dunwell
Cllr Ian Forster
Cllr Paul Hancock
Cllr Jacqueline Jeffrey
Cllr Marolyn Piper
Cllr Ruth Reed

Clerk Ms Julie Sou

The Chairman welcomed everyone to the meeting.

13/1 **Election of Chairman**

RESOLVED: That Cllr D Howson be appointed chairman for the ensuing year.

13/2 **Declaration of Acceptance of Office by the Chairman**

Cllr Howson signed the declaration of acceptance of office.

13/3 **Election of Other Officers**

RESOLVED: That Cllr Reed be appointed Vice Chairman for the ensuing year.

RESOLVED: That Cllr Piper be appointed responsible financial officer for the ensuing year.

RESOLVED: That Cllrs Broadley and Jeffrey be appointed to undertake internal financial control checks for the ensuing year.

13/4 **Chairman's Report for the previous year**

The Chairman thanked former Cllr David Stainton and retiring Cllr Ian Forster for their work over the previous years. He also thanked Cllr Marolyn Piper for her time as clerk, and the rest of the Cllrs for their hard work during the previous year. He gave a brief report on Jubilee Field which was progressing well.

13/5 **Review of Committees and Working Groups**

RESOLVED: That the Parish Council's Jubilee Field, Traffic Management and Planning sub-committees be re-designated as Working Groups or Advisory Groups as indicated below and that the following appointments be made for the ensuing year:

- Footpaths Lead Councillor - Cllr Jeffrey;
- Allotments Lead Councillor – Cllr Jeffrey;
- Neighbourhood Plan Management Group – Cllrs Barker, Dunwell, Hancock and Reed;
- Jubilee Field Working Group – Cllrs Hancock, Howson, Piper and Reed. Former Councillor David Stainton to remain as an external advisor;
- Traffic Management Advisory Group – Cllrs Barker, Howson and Piper;
- Planning Advisory Group – Cllrs Hancock, Howson and Reed.

RESOLVED: That a new Governance Working Group be established to review the Parish Council's standing orders, financial regulations, code of conduct and other governance documents.

FURTHER RESOLVED: That the members of the Governance Working Group for the ensuing year be Cllrs Broadley, Dunwell and Piper.

13/6 **Review of Appointments to Outside Bodies**

RESOLVED: That the following appointments be made:

- Village Hall Committee – Cllrs Alderson and Broadley;
- Aberford Church of England Primary School – Cllr Piper to act as the Parish Council's liaison with the school
- Poor Land Trust – Cllr Hancock

13/7 **Review and Adoption of Standing Orders and Financial Regulations**

RESOLVED: That the existing Standing Orders, Financial Regulations and Standing Orders for Procurement of Work, Goods and Services be re-adopted pending their review by the Governance Working Group.

13/8 **Review of Assets**

Members noted the revised Register of Assets updated as at May 2013, with the addition of four village name stones at a nominal value of £1 each and with two sets of Christmas lights written off.

13/9 **Review of Insurance Cover**

The Clerk outlined the options available to the Parish Council in respect of insurance quotes given by Came & Co Parish Council Insurance.

RESOLVED: To enter into a three year agreement with Came & Co Parish Council Insurance for insurance cover with Aviva, the first year's premium being £1,288.11 for the period 1 June 2013 to 31 May 2014, but with an additional four months cover from 1 June 2014 to 30 September 2014 provided free.

FURTHER RESOLVED: The Clerk to ask if there was any reduction in premium arising from the writing off of the Christmas lights.

13/10 **Review of Membership of Other Bodies**

RESOLVED: To continue the Parish Council's membership of Yorkshire Local Councils Association and Rural Action Yorkshire, with the benefits of membership of Rural Action Yorkshire to be considered during the ensuing year.

13/11 **Requests under the Freedom of Information Act and Data Protection Act**

No requests had been received.

13/12 **Review of Policy for Dealing with the Press/Media**

RESOLVED: That the Governance Working Group undertake this review.

FURTHER RESOLVED: Pending the outcome of the review, any approaches by the Press or Media to be referred to the Clerk.

13/13 **Dates and Times of Ordinary Meetings for the Year Ahead**

RESOLVED: That the ordinary meetings of the Parish Council for the ensuing year would take place on the third Tuesday of each month, commencing at 7.30pm, at the Methodist Chapel unless otherwise indicated.

Attendance Record

Members noted the attendance record for the past year:

Members' Attendance Record

22 May 2012 to 16 April 2013

Councillor	Expected	Present
Ray Alderson	12	7
John Barker*	9	9
Gill Broadley	12	5
Keith Dunwell*	9	9
Ian Forster	12	11
Paul Hancock	12	11
David Howson	12	11
Jacqueline Jeffrey	12	10
Marolyn Piper**	1	1
Ruth Reed	12	11

* Cllrs Barker and Dunwell co-opted July 2012

** Cllr Piper co-opted April 2013

The annual meeting closed at 7.46pm.

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from the Council's website at www.aberfordonline.com or by contacting the Clerk.