

BURBAGE PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF BURBAGE PARISH COUNCIL HELD ON MONDAY 10TH MAY 2010, AT 7.30PM AT BURBAGE CHURCH CENTRE.

ATTENDANCE

Councillors Ms Gray, Mrs Terry, Mr Powell, Copp, Brown, Amiss, Venters, C Wheeler, Ketchen and Parmenter.

Mr D Francis (Temporary Clerk). Six members of the Public.

The Chairman welcomed everyone to the meeting.

43. APOLOGIES FOR ABSCENCE

Councillors Acheson (away), B Wheeler (illness), Hamer (no reason given).

Wiltshire Councillor S Wheeler (Area Board).

The Chairman asked members to agree to give Councillor B Wheeler a dispensation from attending meetings until he is well enough to do so. All agreed.

44. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Councillor Ms Gray was proposed by Councillor Brown and seconded by Councillor Mrs Terry as Chairman for the coming year. There were no other nominations and Councillor Gray was duly elected.

Councillor Amiss was proposed by Councillor Mrs Terry and seconded by Councillor Powell as Vice Chairman for the coming year. There were no other nominations and Councillor Amiss was duly elected.

45. MINUTES OF THE MEETING OF THE 12TH APRIL 2010

The Chairman asked members to approve the Minutes of the 2009 Annual General Meeting and of the last Parish Council meeting. It was proposed and seconded that these minutes be signed by the Chairman. All agreed.

46. APPROVAL OF SUB-COMMITTEES AND TERMS OF REFERENCE

- 1) Planning. The Planning Committee will meet monthly prior to a council meeting and at other times as required. They will receive all plans and respond to them. They will refer to the full council any planning applications on which they consider the full council need to decide. Otherwise they will decide and report to the full council.
- 2) Recreation/ Village Maintenance. They will meet four times a year. They will seek to involve the village in keeping all areas tidy and free of litter. They will deal with all matters that are brought to their attention by villagers. Responsible for the recreation ground and play equipment and keeping such records that are required. Liaise with Wiltshire Council over

such items as footpaths and any other issues that involve Wiltshire Council. Will make regular reports to the Parish Council. To deal with the Best Kept Village Competition. To obtain quotations as needed.

- 3) Transport/Highways. It was agreed to split this responsibility which would include bus timetables, grit, potholes. Liaison with appropriate bodies such as Wiltshire Council.
- 4) Police. Liaison with the Neighbourhood Beat Manager
- 5) Village Hall Representative. Liaison between council and village hall.
- 6) School Governor. Liaison between the school and the council.
- 7) Finance. To meet on the first Tuesday in January, April, July and November. To ensure that all financial commitments are met. To set budgets and precept for approval. To report financial position at each council meeting

All the above terms of reference were agreed.

47. NOMINATIONS TO SUB COMMITTEES

The Clerk to be a member of all sub-committees. The RFO to be a member of the Finance Sub-committee. The Chairman to be an ex-officio member of all sub-committees.

Sub-committees, with the exception of Finance are able to co-opt members.

- 1) Planning. It was agreed that members would rotate every two months or so. Councillors Venters, C Wheeler, Parmenter and Ketchen would form the initial committee. The Clerk to arrange the meetings.
- 2) Recreation/Village Maintenance- Councillors Brown, Amiss, Ketchen and Parmenter.
- 3) Transport- Councillor Mrs Terry. Highways Councillor Powell.
- 4) Police-The Clerk.
- 5) Village Hall Representatives- Councillors C Wheeler and Ketchen.
- 6) School Governor-Councillor Amiss.
- 7) Finance-Chairman, Councillors Amiss (RFO), C Wheeler, Ketchen and Gray.

48. ADOPTION OF STANDING ORDERS

The Chairman had circulated these and had made some suggested amendments. It was proposed by the Chairman and seconded by Councillor Copp that they be approved. All agreed.

49. FINANCIAL STANDING ORDERS.

The Chairman proposed and Councillor Amiss seconded the proposal that they be adopted. All agreed.

Draft

The question of agreed providers was adjourned to the next meeting.

50. REVIEW OF INSURANCE COVER.

It was resolved to allow Councillor Amiss (RFO) to make enquiries and to obtain the best quote possible and to renew the insurance.

50A. ACCOUNTS

Councillors were asked to approve payments of £881 to the insurance company, £523.70 to WALC and £140.64 to the Clerk. Proposed by Councillor Mrs Terry and seconded by Councillor Brown that the payments be approved. All agreed. Note: The insurance payment was approved subject to Item 50 above.

51. DATES FOR MEETINGS

It was agreed to retain the status quo of meeting on the second Monday of each month, unless it is a Bank Holiday when it would be held on the Tuesday. There will be no meeting in August.

NEXT MEETING MONDAY 14TH JUNE 2010.7.30PM.CHURCH HALL

The Chairman allowed questions from members of the public. Topics raised were the number of re-cycling skips, the litter bin outside the village hall and grass cutting.

CLOSURE

The meeting closed at 9.30pm