

# Abbots Morton Parish Council



Annual meeting of the Parish Council on Thursday 25<sup>th</sup> May 2017 at 8PM in Abbots Morton Village Hall.

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## **Minutes**

Present: Nick Humphries, Will Hill, Richard Whitlow

In Attendance: David Hunter-Miller (Clerk), District Councillor Audrey Steel, District Councillor David Wilkinson, County Councillor Anthony Hopkins

### **1. Election of a Chairman and signing the Declaration of Acceptance of Office**

Nick Humphries was nominated for Chairman by Richard Whitlow and seconded by Will Hill and was elected unanimously.

### **2. Apologies for absence**

Apologies received from Clive Holt.

### **3. Election of a Vice-Chairman**

Richard Whitlow was nominated for Vice-Chairman by Nick Humphries and seconded by Will Hill and was elected unanimously.

### **4. Declarations of Interest**

Nil received.

### **5. Dispensations**

Nil received.

### **6. To consider and adopt the minutes of the Parish Council meeting on 23<sup>rd</sup> March 2017**

The minutes of Parish Council meetings on the 23<sup>rd</sup> March were approved as a true record and signed by the Chairman.

### **7. Open Session:**

#### **1. To receive reports from County Councillor, District Councillors and Police**

County Councillor Anthony Hopkins introduced himself following his election to the County Council. An update on the County Councils budgetary situation was given.

District Councillors Audrey Steel and David Wilkinson provided an update on the District's Annual Council Meeting, in which Liz Eyre had been elected Chairman and Tony Rowley Vice-Chair. Councillor Wilkinson was now Chair of the Rural Development and Economies Panel.

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## **2. Public participation (10 minutes):**

No questions were received from the public.

## **8. Annual business as per Standing Orders:**

### **1. Review of delegation arrangements to the Clerk (see standing orders)**

The delegated powers to the Clerk were considered and agreed. It was noted that the planning delegation should be incorporated into the standing orders.

### **2. Review of the terms of reference for Staffing Committee and review members (Chairman and Vice-Chairman are ex-officio members)**

It was agreed that Will Hill, Nick Humphries and Richard Whitlow would serve on the Staffing Committee. The terms of reference were reviewed and agreed.

### **3. Review of terms of the Finance Group and review members (Chairman and Vice-Chairman are ex-officio members)**

It was agreed that Will Hill, Nick Humphries and Richard Whitlow would serve on the Finance Group. The terms of reference were reviewed and agreed.

### **4. Review and adoption of standing orders and financial regulations**

The standing orders and financial regulations were reviewed and agreed.

### **5. Review of inventory of assets and to appoint member to inspect assets and report to Council quarterly**

The inventory of assets was updated and agreed. It was agreed that Richard Whitlow would inspect the assets quarterly.

### **6. Review of risk register**

The risk register was updated and agreed (to include the Parish Council's defibrillator).

### **7. Review complaints procedure**

The complaints procedure was reviewed and agreed.

### **8. Review of representation on Wychavon CALC X 1**

No members appointed at this time.

### **9. Review of representation on Village Hall Committee X 2**

It was agreed that Richard Whitlow and Will Hill would be serve on the Village Hall Committee.

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## **9. To consider a website for Abbots Morton Parish Council (utilising Transparency Funding)**

It was agreed that a grant application should be submitted to make use of the Transparency Funding, as a standalone website for the Parish Council would be a useful asset. Additional quotes for the building of a website would be pursued at the appropriate time. The timescales for using the funding would be queried with CALC as a laptop was not considered essential at this time. It was noted that the management of a website might necessitate a small increase in hours for the Clerk.

## **10. Planning**

- 1. 17/00861/LB - The Old Manor, Abbots Morton Road, Abbots Morton, WR74NA**

No objections were raised by the Parish Council.

## **2. Update on Woodfield, Morton Speart**

The Clerk confirmed that Wychavon Planning Enforcement had discussed this matter with the owner who has agreed to submit a planning application to regularise the building.

## **11. Finance:**

- 1. Clerks salary and expenses £427.70**
- 2. HMRC PAYE £72.40**
- 3. Previous Clerk's salary £367.23**
- 4. Village Hall hire £170.00**
- 5. Defibrillator installation £160.00**
- 6. To review insurance cover at £288.46**
- 7. To review annual subscription to Worcestershire CALC at £90.81**

The Council agreed the payments and cover as listed.

## **8. To agree appointment of internal auditor**

It was agreed to appoint Sarah Roberts and Co. for the internal audit.

## **9. To consider and approve year end accounts**

The year-end accounting statements were considered and approved.

## **12. Councillors' reports and Items for the next agenda**

It was noted that the Notice Board was in need of minor repair and the Lengthsman would be asked to do this.

Additional keys would be purchased for the notice board to allow Councillors access for posting agendas and notices.

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An inspection schedule would be added to the defibrillator cabinet.

A gift would be considered for the previous Clerk in acknowledgement of her years of service to the Parish Council and community.

Payment to Graham Hobbs of £17.97 for materials used in the upkeep of the village planters.

Planning - 17/00897/LB - Glebe Barn, Morton Wood Lane, Abbots Morton, WR7 4LU

### **13. Date of the next meeting**

Wednesday 14<sup>th</sup> June at 8PM.

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