



## Minutes of the Annual Meeting held remotely, via Zoom

Tuesday 04 May 2021 at 6.30pm

**Members Present:** Cllr Norton (Chairman), Cllr Jenkins, Cllr York, Cllr Stoker, Cllr Smith, Cllr Easton, Cllr Dierks, Cllr Leeson.

**Clerk:** Amy White

**1. 01/21 To elect a Chairman to the parish council**

Cllr Jenkins welcomed the councillors to the Annual Meeting. The Clerk confirmed Cllr Norton had put himself forward for the position of Chair. No other nominations were received. A vote was therefore held:

Proposer for Cllr Norton to be Chair: Cllr York

Seconder: Cllr Smith

***Unanimous approval for Cllr Norton.***

Cllr Norton was duly elected as Chair. Cllr Norton will sign an acceptance of office form at the June meeting.

**2. 02/21 To elect a vice chair to the parish council**

The clerk confirmed Cllr York had put himself forward to the position of vice chairman. No other nominations were received. A vote was therefore held:

Proposer for Cllr York to be Vice Chair: Cllr Jenkins

Seconder: Cllr Stoker

***Unanimous approval for Cllr York.***

Cllr York was duly elected as vice-chair. Cllr York will sign an acceptance of office form at the June meeting.

**3. 03/21 To review and adopt standing orders and policies**

The council agreed to adopt the following updated policies, subject to minor amendments, with immediate effect:

Data Protection, Social Media, Financial Risk Assessment, Standing Orders, Freedom of Information.

**4. 04/21 To agree and sign the Minutes of the Council Meeting of 13 April 2021 and Annual Meeting of 14 May 2019.**

It was unanimously resolved that the Minutes be accepted as an accurate record. They will be signed by the Chairman, Cllr Norton, at the June meeting.

**5. 05/21 Matters Arising from 13 April 2021**

<b>163/20</b>	Cllr Easton to confirm sign locations with Brian Harling.	<b>Cllr Easton</b>
<b>200/20</b>	Kevin Hyde to remove the verge master bollards from plan 1b, investigate cats eyes as an alternative, and update the pricing. <b>Actioned- new plans are available to view on the website.</b>	<b>Clerk/Kevin Hyde</b>
<b>202/20</b>	Cllr Stoker to update council on discussion with the other landowner next to Drivers Way before commencing any clearing. <b>Awaiting 17<sup>th</sup> May when Covid restrictions ease.</b>	<b>Cllr Stoker</b>
<b>203/20</b>	All Cllrs to feedback on Cllr Dierks' "Pride in our community" ideas ASAP. <b>Cllr Norton provided feedback. Cllr York suggested Westridge improvement prior to opening. Cllr Smith, York and Dierks to discuss.</b>	<b>All Cllrs</b>
<b>207/20</b>	Cllrs Dierks, Leeson and Clerk to have meeting to initiate Wix website set up. <b>Actioned.</b>	<b>Cllrs Leeson, Dierks, Clerk</b>

## 6. Financial Matters

### 06/21 AGAR Section 1:

The Clerk presented the Section 1 and 2 of the AGAR form 2020-21 for Audit. The accountability statement was approved by the council and accounting figures agreed.

### 07/21 Accounts for Payment, May:

The Clerk presented the following items for online payment via email to all councillors.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Method
26/04/2021	Premier Grounds	SID moving	60.00	12.00	72.00	online
14/04/2021	HMRC PAYE	Tax & NI May 2021			234.98	online
27/04/2021	Red76	Payroll Service	12.00	2.40	14.40	online
27/05/2021	Litter Warden Salary	May Salary			446.82	online
14/05/2021	Litter Warden Expenses	Travel expenses for April	13.95		13.95	online
27/05/2021	Clerk's Salary	May Salary			743.49	online
27/05/2021	Clerk Pension	HPC payment to Clerk Pension			69.84	DD
14/05/2021	Clerk's Expenses	ionos mail storage £6 (May) , stationery (Amazon) £22.18	27.18	1.00	28.18	online
<b>Total</b>					<b>£1,623.66</b>	

**Bank Balance as at**

**04/05/2021:**

**Community Account:**

**£2487.95**

**Business Account:**

**£56507.92**

## 7. 08/21 Date of the next Council Meeting: 08 June 2021, Westridge Studio