

Telephone 07725 843 505
Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

Ninfield Annual Full Council Meeting Minutes 15th May 2023

Cllrs Present:

J Cheshire (JC); S Guard (SG); P Holland (PH); J Langley (JL); G Pharo (GP);

Clerk: J Scarff

In attendance: 10 members of the public.

- 2536 **Chairman to take the chair and announce first business to be the election of Chairman of the council for the year.**
To receive nominations
The chair of the PC was not at the meeting so the vice chair SG took the chair and invited nominations
If there is only one nomination the chairman to put that nomination to the meeting.
The chairman to declare the election of the Chairman.
GP nominated KW, JL seconded. All agreed
Resolved that KW be the chairman for the forthcoming year.
- 2537 **The Chairman to read and sign the declaration of acceptance of office.**
Resolved that the chairman be allowed to sign the declaration of acceptance of office at a later date due to being absent.
- 2538 **The Chairman to announce the election of Vice Chairman of the council for the year.**
To receive nominations
If there is only one nomination the vice chairman to put that nomination to the meeting.
The chairman to declare the election of the vice chairman

JL proposed SG, GP seconded. All Agreed
Resolved that SG be the vice chairman for the forthcoming year.
- 2539 **The Vice Chairman to read and sign the declaration of acceptance of office.**
The vice chairman signed the declaration of acceptance of office witnessed by the proper officer.

To receive the declarations of acceptance of office and electronic summons permission.
The proper officer received the declarations of acceptance of office and witnessed them.
- 2540 **To receive apologies** and reasons for absence in accordance with the Local Government Act 1972 (S 85 (1)).
Apologies received and accepted from cllr Williamson and cllr Colins.
- 2541 Apologies were received from County Cllr Bowdler.
Disclosure of Interests
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct.
There were none.

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- 2542 **Minutes of previous meeting** to be agreed and signed as a true record
JC Proposed, GP seconded. All agreed.
Resolved The minutes of the meeting of the Full Council 21th April 2022 were agreed as a true record and signed by the chairman of the meeting.
- 2543 **In accordance with Standing Order 5jix to receive, for adoption the updated Standing Orders and Financial Regulations (also 18b)**
JC proposed that they be adopted as proposed, JL seconded all agreed.
- In accordance with Standing Order 5jix to receive, for adoption the updated Risk assessment.**
JC proposed that they be adopted as proposed, PH seconded all agreed.
- In accordance with Standing Order 5jv to agree the council's scheme of delegation.**
GP proposed that they be adopted as proposed, JC seconded all agreed.
- In accordance with Standing Order 5jv to confirm the arrangements for insurance in respect of all insurable risks.**
JL proposed that they be confirmed, PH seconded all agreed.
- 2544 **In accordance with Standing Order 4e the following committees be constituted for the year 2022/23**
Finance Committee
GP Proposed, SG seconded all agreed.
- Planning Committee
SG Proposed, PH seconded all agreed.
- Recreation Ground Committee
GP Proposed, JC seconded all agreed.
- Highways, Verges and Traffic Committee
GP Proposed, SG seconded all agreed.
- Neighbourhood Plan Steering group (working party)
JC Proposed, SG seconded all agreed.
- Representative for external groups**
In accordance with Standing Order 5jxi to agree that the arrangement for reporting back be through parish councillor reports at full council meetings.
ESALC represented by GP
WDALC represented by JC
WDC South East Parish Cluster represented by JL
WDC Parish Panel Meeting represented by SC
- 2545 **In accordance with Standing Order 5jvi to delegate to the relevant committee a review of their terms of reference.**
JC proposed and SG seconded all agreed.

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- 2546 **In accordance with Standing Order 5jxxi to determine the time and place of meetings of the council including the next annual meeting of the council.**
Full Council meetings to be held at the Methodist Hall on the third Thursday of each alternate months. Finance Committee meeting would be the months in between. There would be no meetings August and January.
Committees will set their meeting dates approximately quarterly. Planning Committee meeting would meet as required.
- 2547 **Finance**
- a **In accordance with Standing order 18aiii to receive the report from the internal auditor and agree any actions required.**
The report was noted and Cllrs asked the clerk to minute their thanks to her for a clean audit.
- b **To consider the approval of the annual governance statement**
In the absence of the PC chair this item was deferred to the next meeting.
- c **To consider the approval of the accounting statement for the year ended 31st March 2022 in the Annual Governance and Accountability return.**
In the absence of the PC chair this item was deferred to the next meeting.
- d **To receive the bank reconciliations to 30th April 2022**
The bank reconciliation was noted, the cashbook balance at Unity Bank being £153,530.92 at 30th April 2023.
- To confirm the arranged direct debits and bank standing order payments.**
Proposed JC, seconded SG all agreed.
- To present for approval the payments for the month.**
Proposed GP, seconded JL all agreed.
- To approve the following updated documents for the Ninfield Neighbourhood Plan.**
The Draft Plan v 10
The Appendices
The Consultation Statement (redacted v 2)
The LGS rev April 23
The Sustainability Assessment v2
- Resolved** that each of the documents listed be approved and sent to WDC for the Regulation 16 consultation.
A vote of thanks was issued to JC and Keith Moore for all the work amending these documents.
- 2549 **Communication**
- Correspondence** – nothing to note.