

**Acton Turville Parish Council – Annual General Meeting
Monday 8 May 2017 at 7.00 pm.**

Trinity School, Acton Turville

<u>Present:</u>	Mr C Farrell	(Chair)
	Mr C Radford-Hancock	(Vice Chair)
	Mrs S Smith	
	Mr C Bennett	
	Mrs S Haddrell	
<u>Clerk:</u>	Sue Radford-Hancock	

1. **APOLOGIES** – Sue Hope District Councillor
2. **DECLARATIONS OF INTEREST - None**
3. **ELECTION OF CHAIR & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**

Mr Radford-Hancock proposed Mr Farrell as Chair, seconded by Mrs Smith Vote Unanimous. Mr Farrell signed the Declaration of Acceptance of Office witnessed by The Clerk.

ELECTION OF VICE CHAIR & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.

Mr Farrell proposed Mr Radford-Hancock as Vice Chair, seconded by Mrs Haddrell Vote Unanimous. Mr Radford-Hancock signed the Declaration of Acceptance of Office witnessed by The Clerk.

CODE OF CONDUCT - REVIEW

South Gloucestershire Code of Conduct was issued to all Councillors and adopted by the Parish Council in May 2016. There were no changes; the code was still applicable and it was agreed unanimously to accept the code and review annually.

4. **MINUTES OF AGM HELD MONDAY 13TH MAY 2015**

Minutes agreed, adopted and signed by the Chair.

5. **MATTERS ARISING –**

- 5:1 Financial Regulations 2016/17 had been drawn up agreed and adopted by the Council in November 2016 with copies issued to every Councillors for reference.
There were no changes and it was proposed to adhere to the regulations and review as and when required.

6. ANNUAL INSURANCE REVIEW

Came & Company Insurance renewal 2017/18 in the sum of £885.70 (previous year £848.95) discussed. Renewal agreed and approved for payment. Details to be included in the monthly minutes which follow this meeting.

7. ANNUAL PLANNING REPORT

A list of planning applications throughout the year was circulated for information. These had already been included in the minutes of the monthly meetings. A total of 7 applications had been received during 2016/17.

8. ANNUAL RETURN 2015/16 & SIGNING OF ACCOUNTS

Audit Documentation signed, recorded and minuted as follows:

Section 1 – Annual Governance Statement 2016/17, Read, agreed & signed by Chair/Clerk, during the Annual Parish Meeting held on 10th April 2017.

Section 2 - Accounting Statement 2016/17 – Agreed, acknowledged & signed by Chair/Clerk.

Section 3 – External Auditor Certificate & Report 2016/17– to be signed by the Auditor.

Page 5 (Section 4) - Internal Audit Report 2016/17 – Signed by Mr T Tripp no issues found.

Explanation of variances & reserve funds completed as required. Relevant documents, ledgers, petty cash book were signed accordingly at this meeting as well as the current Asset Register. The Clerk was instructed to return the Annual Audit within the time-scale specified.

9. CORRESPONDENCE

9:1 SOUTH GLOUCESTERSHIRE COUNCILLOR'S ANNUAL REPORT

Cllr Hope forwarded her report which included the various committees which she served on during the year; she continues to work with local residents and Network Rail regarding ongoing works.

20 mph – being introduced to many villages around schools and village roads.

Superfast Broadband – greater uptake but there are still some pockets waiting for improvements.

We have seen the demise of the Area Forums and all that they did. We now have Community Engagement Forums which do not seem to pick up matters from our area.

Service Cuts – We are to lose our local mobile library; there has been some interest in setting up a community library please contact Cllr Hope if you are interested.

Member Awarded Funding – this is the new grants system, whereby grants are awarded by the local councillor. The report included various local schemes/clubs which benefitted.

The Chair raised the issue of the Village Notice Board which was in a poor state of repair and suggested for the benefit of the electorate and the local community seek a grant to replace the existing board. Several councillors had the same idea and it was agreed to speak to contact Cllr Hope on this. *Action: Chair*

Planning Policy Development – next stage to start 12th June after the General Election.

Boundary Review for Council wards – Cllr Hope interested in hearing your views.

As this is Mental Health Week, there is also a South Gloucestershire Wellbeing college which offers a full range of free courses. To find out more visit <http://sgwellbeingcollege.org/>

10. ANY OTHER BUSINESS

10:1 DATES OF FUTURE MEETINGS

Meetings would continue to be held on the 2nd Monday of the month at 7.00 pm.

11. DATE AND TIME OF NEXT MEETING

The next Annual General Meeting of the Parish Council will be held on Monday 14th May 2018 at 7 pm Trinity School, Acton Turville.

There being no further business the meeting closed at 7.30 pm and was followed by the monthly Parish Council Meeting.

Copies Sue Hope – District Councillor
PC Ken Hill - Chipping Sodbury Police