

**Whitchurch Parish Council**  
**Clerk to the Council – Mrs Ann-Marie Davies**

**The Annual Meeting of Whitchurch Parish Council held on Tuesday 12 May 2015 in the Methodist Church, at 7.30pm**

**Present:** Councillor Ashley Bond  
Councillor Paul Foot  
Councillor Charlotte Lincoln  
Councillor Paul Alderman  
Councillor Mark Parrott  
Councillor Susan Ford

Plus 5 residents

1. **Receive Apologies: to accept apologies for absence** – Apologies were received by County Councillor Netta Glover and Councillor David Meakin. Councillor Susan Ford was late to the opening of the meeting but arrived during item 4 on the agenda.
2. **To confirm the minutes of the last meeting held on Monday 12 May 2014** – The minutes were agreed and signed as a correct record.
3. **Reports from Village organisations** – A full and interesting report on the Meadows, Orchard and Woodland was received from Heather Moore. Details are available from the Parish Clerk for any interested party.
4. **Parish Council report by Chairman Ashley Bond** – A detailed report was read out by Chairman Ashley Bond. As well as highlighting work that the Parish Council had been involved in over the past year, he also gave thanks to his colleagues for their support and welcomed the new Clerk

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Councillor Mark Parrott  
Councillor Susan Ford

Plus 5 residents

1. **Election of the Chairman of the Council and to receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received** – Councillor Paul Foot proposed Councillor Ashley Bond as Chairman. Councillor Mark Parrott seconded this

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proposal. There were no further nominations. Councillor Ashley Bond was duly elected Chairman and his Chairman's Declaration of Acceptance of Office was received.

2. **Receive Apologies: to accept apologies for absence** – Apologies were received from County Councillor Netta Glover and Councillor David Meakin.
3. **To elect a Vice-Chairman of the Council and to receive the Vice-Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received** – Councillor Charlotte Lincoln proposed Councillor Paul Foot as Vice Chairman to the Parish Council. This was unopposed and Councillor Paul Foot was elected as Vice Chairman. He duly signed his Declaration of Acceptance of Office and all Councillors present also signed their Declaration of Acceptance of Office. The Clerk stated that she would send out Register of Interest forms to all Councillors to complete as these were required by AVDC. **ACTION: AMD**
4. **To review and confirm the Standing Orders** – Councillor Foot noted that the Standing Orders needed to be amended to reflect the change of meeting date. These would be brought back to the next meeting to change and adopt. **ACTION: AMD**
5. **To review and confirm the Complaints Procedure** – Given the lack of time allowed for the new Councillors to consider the Complaints Procedure, the Clerk was asked to bring them back to the next meeting where there were to be considered and adopted. **ACTION: AMD**
6. **To review and confirm the Councillor and Officer Protocols** - Given the lack of time allowed for the news Councillors to consider the Councillor and Officer Protocols, the Clerk was asked to bring them back to the next meeting where there were to be considered and adopted. **ACTION: AMD**
7. **To appoint representatives to outside bodies** – No appointments were made to outside bodies, The Clerk attending the Winslow LAF and agreed to report back information relevant to the Parish Council. **ACTION: AMD**
8. **To appoint committees / working groups** – No committees/working groups had been set up at this stage so no appointments were made.
9. **Open Forum Adjournment:** to allow public participation – A resident stated parking/obstruction in Ashgrove Gardens on the May Feast had been an issue. The resident was asked to take it forward with WACA who had organised the event. The editor of the Whitchurch website thanked the Clerk for her help in resolving the recent communication difficulties.
10. **Declarations of interest in items on the agenda** – Chairman Ashley Bond declared an interest in relation to his position on the Planning Committee at AVDC. This could potentially present a conflict of interest and therefore although he was able to comment on planning applications, he would decline from taking part in any vote.
11. **To confirm the minutes of the last meeting** held on Tuesday 14 April 2015 – the minutes were agreed and signed as a correct record.
12. **Planning:** To discuss planning applications and make recommendation, and to include those planning applications received after this agenda is published, if urgent:

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The Chairman advised the group that he had spoken with Planning Officers to check the progress of the Rectory Homes application for 80 houses. A further report was being written by Transport for Buckinghamshire and no decision had yet been reached. He would update the group following any further progress.

13. **Finance:**

a. To agree the accounts for the year end March 2015 – the accounts for year-end were agreed. Councillor Sue Ford requested the year end accounts be sent through to her.

**ACTION:AMD**

b. To sign off Sections 1 & 2 of the Annual Audit Return form – Following agreement of the year-end accounts and the sign off from the Internal Auditor, the Chairman signed off Sections 1 and 2 of the year end Audit report form. The Clerk would send off to Mazars the external auditor for their sign off.

**ACTION:AMD**

c. To draw cheques – The Council resolved to issue the following cheques:

Community Impact Bucks	chq 286	£50.00
BALC	chq 287	£137.80
Clerks pay & exp	chq 288	£393.32
D P Alderman	chq 289	£30.00
L A Orchard	chq 290	£60.00

Councillors queried the value in subscribing to Community Impact Bucks. The Clerk would contact CIB to request further information on their organisation and offer the opportunity to attend a Parish Council meeting.

**ACTION: AMD**

The Clerk was also asked to liaise with the bank to advise them of changes to the Councils signatory mandate.

**ACTION: AMD**

14. **Highways, Footpaths & Footways, Street Lighting:** To report and update on issues and repairs.

Maintenance to two paths in the village was discussed. Given the reduced service now being offered by both the District and County Council the Parish Council agreed to appoint a local contractor to keep the paths maintained as and when necessary. The Clerk would liaise with the Chairman to speak with the contractor.

**ACTION: AMD/AB**

The Clerk was asked to follow up the previous report of the bank erosion on the Oving Road with the Local Area Technician as this had not improved. Also the broken gate on Whitchurch Hill.

**ACTION: AMD**

15. **Recreation Ground:**

a. Update on Community Woodland, Pond area – The Chairman referred Councillors to the full report received and referred to in his opening report. Councillor Foot reported one of the sleepers was at an angle and leaning. The Chairman agreed to deal.

**ACTION: AB**

16. **To discuss any correspondence and other communications** received since last meeting not covered by the agenda:

a. To formally recognise/agree [www.whitchurchpc.org](http://www.whitchurchpc.org) as being the website which

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now represents the Whitchurch Parish Council – The Chairman referred to the new website and formally thanked Councillor Charlotte Lincoln for all her hard working in setting it up on behalf of the Council. All future documents produced by WPC will now be available on our website.

As Councillor David Meakin was unable to make the meeting an update on his meeting regarding the Whitchurch's Weekend would have to be given at the June meeting.

17. **Police:** To advise on matters/concerns to report to the Police – Not present.
18. **Councillors Updates on Meetings Attended** – None.
19. **To agree date of next meeting** – Date of next meeting agreed as Tuesday 9 June 2015 at 7.30pm.

**Meeting closed at 8.17pm**

Signed:

Date