

WOTTON PARISH COUNCIL

Draft Minutes of the Annual Meeting of Wotton Parish Council held at 7pm on Tuesday 7 May 2024 in Wotton Village Hall

Present: Cllrs Peter Evelyn, Laurence Matthews, David Mir, Daniel Bennett, Janet Hunt

In Attendance: Gary Burgess, 5 residents, the Clerk

Apologies: Cllrs Andy Cole, Steve Hackett

- 1 **Appointment of Chairman:** Cllr Matthews nominated Cllr Evelyn as Chairman, Cllr Hunt seconded the proposal, and Cllr Evelyn was duly elected by all present. Cllr Evelyn signed an Acceptance of Office form.
- 2 **Appointment of Vice Chairman:** Cllr Matthews nominated Cllr Andy Cole as Vice Chairman, Cllr Mir seconded the proposal and Cllr Cole was duly elected by all present.
- 3 **Co-option of Councillor:** Gary Burgess indicated his willingness to be co-opted back onto the Council. The co-option was proposed by Cllr Evelyn and seconded by Cllr Matthews. The proposal was agreed by all present and Gary Burgess was duly co-opted as a councillor.
- 4 **New Councillor to sign Declaration of Acceptance of Office:** Cllr Burgess signed a Declaration of Acceptance of Office.
- 5 **Declarations of Interest:** A Declaration of Interests form was completed by Cllr Burgess, to be submitted to Mole Valley District Council and placed on the website. Cllr Evelyn indicated an interest in one of the planning matters listed and said he would leave the room if councillors discussed the application.
- 6 **Public Questions:** None.
- 7 **Minutes of previous Meetings:** Minutes of the Parish Council Meeting on 9 January 2024 and the Annual Parish Residents Meeting on 5 March 2024 were proposed for acceptance by Cllr Mir, seconded by Cllr Hunt, agreed by all and signed by the Chairman.
- 8 **Updates from 9 January meeting:** SCC Cllr Watson had no further information about when Highways would reinstate the white lines on Hollow Lane. The Hall Committee will be discussing the suggestion of internet installation in the Village Hall at their June meeting.
- 9 **Police Report:** (Annex 1) Cllr Evelyn asked if the two thefts of number plates on the police report related to the same vehicle in the same location on the same day. The report about a loose pig on White Down Lane was discussed. Cllr Matthews said it would be helpful to know the outcome of the crimes listed on the report. The clerk said she would ask for more information.
- 10 **Planning:** Planning applications and decisions received from Mole Valley District Council since the meetings on 9 January and 5 March had been circulated and were noted by Councillors.

- 11 **Highways:** Cllr Mir noted that several potholes had been marked for repair and asked for information about how long it takes between marking of potholes and completion of repairs. Clerk to make enquiries. Cllr Matthews said Highways had completed some work on the A25. It was noted that Abinger Mill and Donkey Lane had been repaired which are not in Wotton parish.
- 12 **Approve Accounts:** The accounts for the year to 31 March 2024 had been circulated. Cllr Mir proposed that these be approved, Cllr Matthews seconded the proposal, and all agreed.
- 13 **Review Risk Assessment:** This had been circulated and no amendments were proposed. Cllr Evelyn signed and dated the assessment.
- 14 **Dates for Public Inspection of Documents:** The inspection period will commence on 3 June and end on 12 July. Notices will be placed on noticeboards and on the website.
- 15 **Accept Internal Auditor's Report:** The internal audit had taken place on 24 April and the Auditor had signed page 3 of the AGAR. The Auditor's Report had been circulated to all Councillors. Cllr Evelyn proposed that the report be accepted, Cllr Mir seconded the proposal, and all agreed. The Report will be published on the website.
- 16 **Discuss and Approve the Annual Governance and Accountability Return (AGAR):** The AGAR for the year to 31 March 2024 had been circulated. Cllr Evelyn proposed approval of the AGAR, Cllr Mir seconded the proposal, and all agreed.
- 17 **Signing of AGAR:** The Chairman signed the Exemption Certificate on page 3 of the Annual Governance and Accountability Return, and pages 5 and 6. The Clerk signed as Responsible Finance Officer. Pages 3, 4, 5 and 6 of the AGAR, together with accompanying documents, will be placed on the website. The Exemption Certificate will be submitted to external auditors PKF Littlejohn.
- 18 **Finance:**
- (i) Bank balances were noted. Cllr Evelyn and Cllr Matthews signed the bank statements.
 - (ii) The list of payments attached to the invoices were agreed by all and signed by Cllr Evelyn and Cllr Matthews. Payments to be made online.
- 19 **Reports:** There were no reports from SCC or MVDC councillors.
- (i) The Clerk asked if any further litter pickers were required. Cllr Matthews proposed that he would test the two litter pickers already purchased and liaise with Cllr Bennett regarding further purchase of the most suitable model. After testing, it was suggested that 5 more should be ordered. Cllr Bennett said he would store them.
 - (ii) Parish councils are being encouraged by NALC to adopt the gov.uk domain for emails. Wotton PC already has a generic domain which satisfies current regulations. There would be an increased cost if changing to gov.uk and there is no necessity for Wotton PC to incur this expenditure

until it becomes mandatory. (Note: woottonparishcouncil.gov.uk is owned by the similarly named council in Northampton)

20 **Correspondence:** (i) Parish Councils have been asked to nominate two councillors as non-voting representatives on MVDC's Standards Committee. Councillors agreed to support the continuation of Buckland Cllr Deborah Jones and Capel Cllr Stuart McLachlan in this role. (ii) All public authorities were offered a framed portrait of King Charles free of charge and this had been ordered by the Clerk. It was suggested that the Hall Committee be asked if they wished to display the portrait in the Village Hall.

21 **Dates of future meetings:**

2024

Parish Council Meeting 2 July
Parish Council Meeting 1 October

2025

Parish Council Meeting 7 January
Residents Annual Parish Meeting 4 March
Annual Parish Council Meeting 6 May
Parish Council Meeting 1 July
Parish Council Meeting 7 October

22 **Any other business:** Continuing display of the remembrance silhouettes was discussed, and it was agreed they should remain in place throughout the year.

The meeting ended at 7.40pm.

Signed Date

ANNEX 1

POLICE REPORT

Wotton Parish Council Meeting Police Report 5th March – 7th May 2024

Malicious Communications	Sheephouse Lane	Messages sent via social media deemed inappropriate.
Fraud	William Evelyn Court	Phone hacked.
Theft	Guildford Road	Rear number plate stolen from car.
Theft	Guildford Road	Front number plate stolen from car.
Pets / Domesticated Animals	Hollow Lane	Dog bite. Minor injury.
Pets / Domesticated Animals	White Down Lane	Loose pig in road.
Traffic	Hollow Lane	Broken down vehicle at junction. Police called but no obstruction.
Animals	Tanhurst Lane	Sheep worrying
Traffic	Ranmore Common Road	Report of what appeared to be underage motorcycle riders.