Annual Meeting held on Wednesday 10th May 2023

In the Ray Shill Room at Northway Community Hub, commencing at 7.00 p.m.

Present: Cllr J Beadle Cllr C Blackmore

Cllr P Godwin Cllr E MacTiernan
Cllr E Phennah Cllr J Roberts

Cllr S Terry

In Attendance: Mrs C Woodward, Clerk of the Council

Mrs L Stewart, Clerk's Assistant

C/99/23 Election of the Council Chairman for the Municipal Year

Cllr Terry PROPOSED that Cllr Roberts was elected as Chairman for the forthcoming Municipal year. Cllr Roberts accepted the nomination. Cllr Blackmore SECONDED.

As no further nominations were forthcoming, a vote was taken.

FOR: UNANIMOUS

C/100/23 Chairman's Declaration of Acceptance of Office

The incoming Chairman, Cllr Roberts, signed a Declaration of Acceptance of Office, witne4ssed by the Clerk.

C/101/23 Apologies for Absence

Apologies for absence had been received from Cllrs Shelton and Mackenzie.

C/102/23 Members' Declaration of Acceptance of Office

Due to it being an election year, all Members had signed a Declaration of Acceptance of Office, witnessed by the Clerk.

C/103/23 **Declarations of Interest**

Cllr Roberts declared an interest in item 9 on the agenda. No further declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 12th April 2023 (Minute Ref: C/85/23 refers).

C/104/23 <u>Election of the Council Vice-Chairman for the Municipal Year</u>

Cllr Roberts PROPOSED that Cllr Phennah was elected as Vice-Chairman for the coming year. Cllr Phennah accepted the nomination. Cllr MacTiernan SECONDED.

As no further nominations were forthcoming a vote was taken.

FOR: UNANIMOUS

C/105/23 Review of and Appointment of Committees and Working Parties

Members had been circulated a form and indicated on this which Committees and Working Parties they wished to stand on (the Chairman and the Vice-Chairman being ex-officio Members of all Committees and Working Parties).

a. Finance Committee

Cllr Blackmore Cllr Godwin
Cllr MacTiernan Cllr Phennah (E-O)

Cllr Roberts Cllr Terry

b. Planning Committee

Cllr Beadle Cllr Blackmore
Cllr Godwin Cllr MacTiernan
Cllr Phennah (E-O) Cllr Roberts

Cllr Terry

c. General Purposes Committee

Cllr Beadle Cllr Blackmore
Cllr Godwin Cllr MacTiernan
Cllr Phennah Cllr Roberts

Cllr Terry

d. GP Projects Working Party

Cllr Beadle Cllr Blackmore Cllr Godwin Cllr Phennah (E-O)

Cllr Roberts Cllr Terry

e. Road Safety Committee

Cllr Beadle Cllr Phennah (E-O)

Cllr Roberts

f. Staffing/Personnel/HR Committee

Cllr Roberts Cllr Phennah + Chairman of Finance Committee

g. Carbon Neutral Working Party

Cllr Godwin Cllr MacTiernan
Cllr Phennah (E-O) Cllr Roberts (E-O)

h. Standing Orders/Financial Regulations Working Party

Cllr Terry Cllr Phennah (E-O)

Cllr Roberts (E-O)

i. Emergency Planning Working Party/Winter Maintenance

Cllr Blackmore Cllr Godwin
Cllr Phennah (E-O) Cllr Roberts (E-O)

Cllr Terry

C/105/23 Review of and Appointment of Committees and Working Parties (continued)

j. Community Event Working Party

Cllr Beadle Cllr Blackmore
Cllr Godwin Cllr MacTiernan
Cllr Phennah (E-O) Cllr Roberts

Cllr Terry

k. General Data Protection Regulations Working Party

Cllr Blackmore Cllr Phennah (E-O)

Cllr Roberts (E-O)

Dog Issues Working Party

Cllr Blackmore Cllr Godwin
Cllr MacTiernan Cllr Phennah (E-O)

Cllr Roberts (E-O)

C/106/23 Appointment of Representatives on Outside Bodies

a. Northway Community Volunteers (Northway Area Residents and Homeowners Association)

Cllr Godwin

b. Parish Council Association

Cllr Roberts (the Clerk was asked to confirm whether Cllr Barnes also wanted to remain a representative on this group as in the previous year).

c. Tewkesbury Garden Town Parish Subgroup Meeting

Cllr Roberts and Cllr Beadle (the Clerk was asked to confirm whether Cllr Barnes also wanted to remain a representative on this group as in the previous year).

C/107/23 Health and Safety

Cllr Terry PROPOSED that NFU should remain the point of contact any help required relating to Health and Safety (as included as part of their contract). Cllr MacTiernan SECONDED.

FOR: Cllr Terry Cllr MacTiernan

Cllr Beadle Cllr Blackmore Cllr Godwin Cllr Phennah

ABSTENTIONS: Cllr Roberts

C/108/23 Standing Orders and Financial Regulations

Cllr MacTiernan PROPOSED approval of the existing Standing Orders (originally adopted by NPC in June 2014- (Min Ref: C/157/14 refers) and Financial Regulations (adopted by NPC in February 2020 Min Ref C/41/20 refers). Cllr Beadle SECONDED.

FOR: UNANIMOUS

C/109/23 Banking

It was noted that Mr Ward would be removed as a bank signatory on the Parish Council's account. Cllrs Blackmore and Beadle agreed to have their names added as signatories. APPROVED.

C/110/23 Meeting Schedule

Cllr MacTiernan PROPOSED that the draft Meeting Schedule for the second half of the year (which had been circulated with the agenda) should be approved. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/111/23 Notice Boards

It was AGREED that the notice board arrangements should be as follows:

Hardwick Bank Road – Cllr Blackmore
The Spine (The Park) – Cllr Shelton (to confirm as not present at the meeting)
Northway Centre – Cllr Terry
Lee Road – Clerk/Clerk's Assistant
Northway Playing Field – Cllr Godwin
Ashchurch Station – Not useable
Saxon Park – Cllr Roberts

C/112/23 **Defibrillators**

It was AGREED that responsibility for various defibrillators in the parish should be as follows:

Northway Playing Field – Cllr Godwin Northway Community Hub – Office staff Hardwick Bank Road – Cllr Phennah Northway Centre – Cllr Shelton (to confirm as not present at the meeting)

7.10 p.m. – As there was no other business the meeting concluded.