



WOMBOURNE PARISH COUNCIL

Minutes of the ANNUAL MEETING OF THE PARISH COUNCIL

held on **Monday 15th May 2023** at 7.00pm

This meeting was held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Present -

Councillors: Andy Clay, Jason Cox, Mike Davies, Jan Evans, Mark Evans, Ed Hughes, Elizabeth Keeling, Dan Kinsey BEM, Vince Merrick, Martin Perry, Matt Powell, Mary Roberts, Ian Sadler, Daisy Tait

Absent without apologies – N/A

Clerk: Rachael Wright

Public: 1 resident from Apse Close, 2 residents from Trysull and Seisdon Parish, Judith Vasiljevic (Assistant to the Clerk) and Sam Berry (Administrative Assistant)

Councillor Dan Kinsey BEM welcomed everyone to the meeting noting it was the first since the elections on 4th May 2023, and that he was excited for the new 4-year term given the excellent range of Members elected to the Council. Noting it was his last meeting as Chairman of the Council, he recorded it as the best experience of his life and is thankful to have been Chairman during Covid-19, the Queen's Platinum Jubilee, her funeral, and the subsequent Coronation.

Councillor Mike Davies thanked Councillor Dan Kinsey BEM for his dedication in the post, especially during the period of the Covid-19 pandemic.

55/23 – Election of Chairman for 2023/2024

Councillor Vince Merrick proposed Councillor Mark Evans be Chairman for the forthcoming year, noting his long family connection in the village, he felt he was the right candidate to take the Council forward into the new term.

Councillor Mary Roberts seconded his proposal noting Councillor Mark Evans would be a wonderful, and proactive Chairman.

There were no other nominations, and all Members were in favour of the proposal, so it was **RESOLVED** that Councillor Mark Evans be Chairman for 2023/2024.

Upon accepting the position, Councillor Mark Evans, noted it was the proudest working day of his life, especially as he can trace his family history back around 400 years. He presented Councillor Dan Kinsey BEM with a shield

for his commitment, hard work, and engagement in his role of Chairman, noting his capacity for hard work was like no other, and his passion for the village and the council was something for all Members to strive towards.

He commended him for his leadership skills, and remarked how he would be remembered as one of the best Chairmen in the history of the Parish Council, as well as being a genuinely kind man.

56/23 – Election of Vice-Chairman for 2023/2024

Councillor Dan Kinsey BEM proposed Councillor Vince Merrick be Vice-Chairman for 2023/24, noting he was one of the Council's most positive thinkers, who had the ability to interact with residents like no one else. He noted he was also a kind man who would do anything for anyone.

Councillor Martin Perry seconded his proposal, noting Councillor Vince Merrick to be a hardworking, enthusiastic, and popular member of the team.

There were no other nominations, and all Members were in favour of the proposal, so it was **RESOLVED** that Councillor Vince Merrick be Vice-Chairman for 2023/2024.

57/23 – Acceptance of Office Forms

- a) Acceptance of Office Forms were received by all Members present
- b) It was **RESOLVED** to postpone receipt of the Acceptance of Office Form from Barry Bond who had sent his apologies for the meeting.

58/23 – Apologies

None (see 57/23 b above).

59/23 – Declarations of Interest

Councillor Dan Kinsey BEM noted he was a Member of Wombourne Best Kept Village Committee and a trustee of Wombourne and District Community Association. Councillor Mary Roberts noted she was a Member of the Wombourne Best Kept Village Committee, Wombourne Carnival Committee and Wombourne and District Community Association. Councillors Martin Perry and Daisy Tait also noted they were members of Wombourne and District Community Association.

60/23 – Election of Deputy Chairman for 2023/2024

In accordance with Standing Orders, it was **RESOLVED** that Councillor Dan Kinsey BEM be appointed Deputy Chairman for 2023/2024.

61/23 – Election of Chairman and Members of Committees for 2023/2024

Councillor Dan Kinsey BEM proposed Chairman and Members of Committees be agreed en bloc according to a list circulated. Councillor Mike Davies seconded the proposal, and all Members agreed.

- a) **Civic Centre Management** – It was **RESOLVED** that Councillor Barry Bond be elected Chairman of the Committee.
- b) **Finance and General Purposes** - It was **RESOLVED** that Councillor Mary Roberts be elected Chairman of the Committee.
- c) **Planning and Development** - It was **RESOLVED** that Councillor Mike Davies be elected Chairman of the Committee.
- d) **Recreation and Amenities** - It was **RESOLVED** that Councillor Martin Perry be elected Chairman of the Committee.

e) **Members of Committees** – It was **RESOLVED** that the Members be appointed to Committees as follows:

Committees	B Bond MBE	A Clay	J Cox	M Davies	J Evans	M Evans	E Hughes	E Keeling	D Kinsey BEM	V Merrick	M Perry	M Powell	M Roberts	I Sadler	D Tait
Civic Centre Management	X				X	X			X	X	X		X	X	X
Finance and General Purposes	X			X	X	X		X	X	X		X	X		
Planning and Development		X	X	X		X	X		X	X		X		X	
Recreation and Amenities		X	X			X	X	X	X	X	X				X

62/23 – Appointment of Members to Outside Bodies for 2023/2024

Councillor Dan Kinsey BEM proposed en bloc that Members appointed to Outside be agreed according to the list circulated. Councillor Mike Davies seconded the proposal, and all Members were in favour.

63/23 – Nomination of a Member to sit on South Staffordshire Council’s Standards and Resources Committee

It was **RESOLVED** Councillor Mary Roberts would be nominated to be a Member of the Committee.

64/23 – Nomination of two Members to attend a Cyber Security Parish Pilot Webinar on MS Teams at South Staffordshire Council on Thursday 25th May at 2pm

It was **RESOLVED** Councillors Martin Perry and Dan Kinsey BEM will attend.

65/23 – Scheme of Delegation and Terms of Reference for Committees

It was **RESOLVED** to approve the document.

66/23 – Review and adoption of Standing Orders and Financial Regulations

It was **RESOLVED** to approve the policies.

67/23 – General Power of Competence

Members agreed:

- a) The number of Councillors elected at the last ordinary election equals or exceeds two thirds of its total number of Councillors, and
- b) The Parish Clerk holds at least one of the sector specific qualifications and has passed CiLCA

It was **RESOLVED** to adopted General Power of Competence.

68/23 – Review of inventory of land and other assets including buildings and office equipment

Members agreed to defer this item to a later date.

69/23 – Confirmation of arrangements for insurance cover in respect of all insurable risks

It was **RESOLVED** to agree the cover in place.

70/23 – Review of the Council’s and/or staff subscriptions to other bodies

Members agreed subscriptions as follows:

- a) Staffordshire Parish Council’s Association (Council)
- b) Society of Local Council Clerks (Clerk)

71/23 – Review of the Council’s complaints procedure

It was **RESOLVED** to approve the policy.

72/23 – Review of the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation

It was **RESOLVED** to approve the following policies:

- a) GDPR – Rights of individuals
- b) GDPR – Privacy notice for staff and Cllrs
- c) GDPR – Information security policy guidelines and procedures
- d) GDPR – Employment records – retention and erasure guidelines
- e) GDPR – Personal data breach

73/23 – Review of the Council’s policy for dealing with the press / media

It was **RESOLVED** to approve the policy.

74/23 – Review of the Council’s Social Media Policy

It was **RESOLVED** to approve the policy.

75/23 – Review of the Council’s employment policies and procedures

It was **RESOLVED** to approve the following policies:

- a) Absence Policy
- b) Disciplinary Policy
- c) Employers Pensions Discretions Policy (LGPS)
- d) Equal Opportunities Policy
- e) Grievance Policy
- f) Lone Worker Policy
- g) Pension Policy
- h) Training and Development Policy
- i) Health and Safety Policy

76/23 – Review of the Council’s expenditure incurred under s137 of the Local Government Act or the general power of competence.

Members noted no payments had been made.

77/23 – To approve signatures on the bank account

It was **RESOLVED** to approve the following signatures:

- a) Mrs Rachael Wright – full access
- b) Mrs Judith Vasiljevic – full access
- c) Mrs Samantha Berry – view only
- d) Chairman of Finance and General Purposes – full access
- e) Vice-Chairman of Finance and General Purposes – full access
- f) Chairman of Civic Centre Management Committee – full access
- g) Vice-Chairman of Civic Centre Management Committee – full access

78/23 – Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council as follows:

- a) Monday 26th June 2023 at 7pm in the Council Chamber
- b) Monday 31st July 2023 at 7pm in the Council Chamber
- c) Monday 25th September 2023 at 7pm in the Council Chamber
- d) Monday 30th October 2023 at 7pm in the Council Chamber
- e) Monday 27th November 2023 at 7pm in the Council Chamber
- f) Monday 22nd January 2024 at 7pm in the Council Chamber
- g) Monday 26th February 2024 at 7pm in the Council Chamber
- h) Monday 25th March 2024 at 7pm in the Council Chamber
- i) Monday 29th April 2024 at 7pm in the Council Chamber
- j) Monday 13th May 2024 at 7pm in the Council Chamber

79/23 – Determining the time and place of Committee meetings up to the next Annual Meeting of the Council
Members agreed to the meeting dates as set out on the document provided.

80/23 – Annual Return and Governance Statement (AGAR) 2022/2023

- a) Members received the accounts for year ended 31st March 2023.
- b) Members received the Annual Internal Audit report contained in the AGAR.
- c) Members approved the completion and signing of the Annual Governance Statement by the Chairman and Clerk/RFO.
- d) Members approved the Accounting Statements which the Chairman signed.
- e) Members noted the dates for the exercise of public rights to inspect the accounting records (6th June 2023 to 17th July 2023).

81/23 – Public Participation

The resident from Apse Close congratulated Members on their election success, noting he spent over 30 years in public service, and he admired the dedication and time given for free to the role.

He reminded Members he attended the last Full Council meeting to raise the issue of the Local Plan and suggested the Parish Council invite someone to a Full Council meeting to provide information on the duty to co-operate, housing targets, protection of green belt, and in giving greater weight to Neighbourhood Plans in decision making.

The resident also asked about the proposed work on A449, given that signage has appeared indicating 4 weeks of roadworks, but the County Council's website states no roadworks have been scheduled in South Staffordshire.

Councillor Mark Evans thanked the resident for his comments in relation to the Local Plan and agreed to speak to the Planning Officer at South Staffordshire in relation to someone attending one of the forthcoming meetings.

Councillor Mike Davies agreed to check why the work along A449 was not showing as scheduled, as the new surfacing was due to take place shortly. The work will be subject to weather conditions as it cannot be completed in inclement weather. It is hoped that the work will start on 22nd May. One side of the carriageway will remain open whilst the other side is closed, and work will be conducted in small sections at a time to try to keep disruption to a minimum. Buses and emergency services will be given priority notice of any diversions in place.

82/23 – Police Report

No report was available.

83/23 – Approval of Minutes

Members **RESOLVED** to approve the minutes of the meeting on Monday 17th April 2023.

Councillor Ian Sadler abstained from the vote on this matter.

84/23 – Parish Council Finances and Administration

Members approved the payment schedules for March and April 2023.

85/23 – Planning applications

Members noted the responses to planning applications made to South Staffordshire Council in lieu of a meeting.

86/23 – Correspondence

An invitation has been sent for all Members to attend the opening of Ritual Wellness Clinic on Saturday 27th May at midday, located at Unit 6, Walkers Way.

87/23 – Meeting Schedule

- a) The next Full Council meeting will take place on Monday 26th June 2023.
- b) Committee meetings will be held as follows:
 - Monday 22nd May 2023 – Recreation and Amenities Committee
 - Monday 5th June 2023 – Civic Centre Management Committee
 - Monday 19th June – Planning and Development Committee

88/23 – Reminders

Members were reminded the Parish Council office would be closed on Monday 29th and Tuesday 30th May for Bank Holiday.

89/23 – Chairman’s Closing Remarks

The Chairman closed the meeting by congratulating all those elected and commented that the Parish Council had a strong team, where everyone was welcome, and everyone had a part to play, and everyone would be listened to, to work towards a common goal of making the village a safe and pleasant place to live.

The meeting closed at 7.47pm.

Signed:

Dated: