

**WOMBOURNE PARISH COUNCIL**

MINUTES of the **ANNUAL MEETING of WOMBOURNE PARISH COUNCIL** held in the Council Chamber on Wednesday 12<sup>th</sup> June 2019, commencing at 7.30 p.m.

Present:	Councillors	Miss M Roberts ... Chairman
		D Kinsey ... Vice-Chairman
		Mrs C Davies
		M Davies
		A Hinton
		E Keeling
		Mrs C McIlvenna
		V Merrick
		A Peace
		J Pike
		R Reade
		Miss D Tait
		K Upton
		R Williams
		Mrs R Wright ... Clerk

The Chairman welcomed the newly appointed Councillors to the meeting and trusted their time as Members of Wombourne Parish Council would be enjoyable.

A minutes silence was held in memory of Councillor Mrs Bond who passed away on 24<sup>th</sup> April 2019.

**48/19 APOLOGIES**

Apologies for absence were received from Councillor Bond.

**49/19 DECLARATIONS OF INTEREST**

Councillor Davies declared an interest in planning applications 19/00176/FUL and 19/00247/FUL.

**50/19 ELECTION OF CHAIRMAN FOR 2019/2020**

Nominations were invited for the position of Chairman of Wombourne Parish Council for the year 2019/2020.

Councillor Kinsey was nominated by Councillor Miss Tait and seconded by Councillor Williams. There were no other nominations.

**RESOLVED:** that Councillor Kinsey be elected Chairman of Wombourne Parish Council for the year 2019/2020.

Receiving the Chain of Office, Councillor Kinsey paid tribute to Councillor Miss Roberts for her contribution as a Member and Chairman of the Parish Council in 2018/2019. It had been a privilege for him to serve as her Vice Chairman during the past year and noted she was a hard act to follow. He expressed his excitement for the year ahead and hoped the new Members joined in his enthusiasm for doing the right thing for Wombourne. He also expressed his sorrow for the loss of Councillor Mrs Bond who he described as a fantastic advocate for Wombourne and encouraged all Councillors to do her proud in the coming year.

Councillor Miss Roberts thanked Members for giving her the opportunity to serve as Chairman in 2018/2019 and for their support during the past year.

51/19 ELECTION OF VICE-CHAIRMAN FOR 2019/2020

Nominations were invited for the position of Vice-Chairman for the ensuing year.

Councillor Pike was nominated by Councillor Peace and seconded by Councillor Davies. There were no other nominations.

RESOLVED: that Councillor Pike be elected Vice-Chairman of Wombourne Parish Council for the year 2019/2020.

52/19 DELIVERY OF ACCEPTANCE OF OFFICE FORMS

The Clerk confirmed all Acceptance of Office forms had been received and therefore there was no requirement to set a date for any outstanding forms to be received.

53/19 APPOINTMENT OF DEPUTY CHAIRMAN FOR 2019/2020

In accordance with custom the office of Deputy Chairman is occupied by the immediate past Chairman of the Parish Council.

RESOLVED: that Councillor Miss Roberts be appointed Deputy Chairman of Wombourne Parish Council for the year 2019/2020.

54/19 ELECTION OF CHAIRMEN AND MEMBERS OF COMMITTEES

Councillor Miss Roberts proposed Chairmen and Members of Committees as per the attached sheet be nominated en bloc. Councillor Reade seconded this proposal. There were no other nominations.

RESOLVED: that Committee Chairmen and Members be appointed as detailed on the attached sheet.

55/19 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

Councillor Davies proposed Members to Outside Bodies as per the attached sheet be nominated en bloc. Councillor Pike seconded this proposal. There were no other nominations.

RESOLVED: that Members be appointed to represent the Parish Council on outside bodies as detailed on the attached sheet.

56/19 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1<sup>ST</sup> APRIL 2019

The minutes of the meeting held on 1<sup>st</sup> April 2019, were been circulated to all Members for consideration.

RESOLVED: The minutes were confirmed and signed by the Chairman.

57/19 TO APPROVE THE MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING

The minutes of the meeting held on 8<sup>th</sup> April 2019 having been circulated to all Members, were taken as read.

RESOLVED: that the minutes of the Planning and Development Committee held on 8<sup>th</sup> April 2019, together with the recommendations contained therein, be approved and adopted.

The minutes were signed by Councillor Williams.

58/19 TO APPROVE THE MINUTES OF THE RECREATION AND AMENITIES COMMITTEE MEETING

The minutes of the meeting held on 15<sup>th</sup> April 2019 having been circulated to all Members, were taken as read.

RESOLVED: that the minutes of the Recreation and Amenities Committee held on 15<sup>th</sup> April 2019, together with the recommendations contained therein, be approved and adopted.

The minutes were signed by Councillor Davies.

59/19 TO APPROVE THE MINUTES OF THE CIVIC CENTRE MANAGEMENT COMMITTEE MEETING

The minutes of the meeting held on 15<sup>th</sup> April 2019 having been circulated to all Members, were taken as read.

RESOLVED: that the minutes of the Civic Centre Management Committee held on 15<sup>th</sup> April 2019, together with the recommendations contained therein, be approved and adopted.

The minutes were signed by Councillor Miss Tait.

60/19 TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

The minutes of the meeting held on 29<sup>th</sup> April 2019 having been circulated to all Members, were taken as read.

RESOLVED: that the minutes of the Finance and General Purposes Committee held on 29<sup>th</sup> April 2019, together with the recommendations contained therein, be approved and adopted.

The minutes were signed by Councillor Hinton.

61/19 REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Best Kept Village Committee – Councillor Peace informed Members the BKV committee met on 17<sup>th</sup> April 2019 and, in spite of the criminal damage and mindless vandalism in the village over the previous two weekends, members were still very positive and receiving complimentary remarks from residents about the general improvements around the village.

A donation of £75 has been given to the Committee from Westfield PTA.

As well as an increasing number of residents, more businesses are getting on board offering support, with the latest one being The Courtyard.

MP, Gavin Williamson, joined volunteers who were litter picking on Saturday 1<sup>st</sup> June 2019 and was able to meet with many residents and BKV volunteers together with Friends of the Wombrook volunteers.

The cricket club have offered to host a fund raising event on behalf of BKV and Sainsbury's have also asked about becoming involved through their community involvement scheme.

The children's poster competitions have been judged and examples are now on display around the village.

Carnival Committee – Councillor Peace informed Members planning is all on track with new traffic management plan having been agreed with no road closures but a "slow moving traffic" management system being utilised.

All health and safety policies and risk assessments have been updated.

Entry forms and schedules for the competitions organised by the W.I. are now available.

Wolverhampton Airport Committee – Councillor Peace informed Members aircraft movements overall are comparable with previous years but with an increasing number of visiting aircraft which is good for the airport.

Complaints about aircraft are down so far this year with only four being made compared to eight in the same period in 2017 and five in 2018.

Wombourne and Swindon in Relief – Councillor Davies encouraged Members to talk to residents about the fund which can help with funding for disabled car seats, children's school uniforms or school trips, or housing appliances for those that need help. Enquiries can be sent directly to Councillor Davies or via the Clerk.

#### 62/19 FINANCIAL MATTERS

- a) To approve and sign off the payments for April and May 2019
- b) To approve and sign off the bank reconciliation for April and May 2019
- c) To approve and sign off the petty cash for April and May 2019
- d) To approve and sign off the payments made under delegated powers for April and May 2019.

RESOLVED: that the financial matters be approved by the Chairman and/or the Vice Chairman of the Finance and General Purposes Committee in accordance with the schedule distributed.

#### 63/19 TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT 2018/2019

Members had all been issued with a copy of the Internal Audit Report for 2018/2019

RESOLVED: that the contents of the report and any actions be discussed at the next Finance and General Purposes Committee meeting.

#### 64/19 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2018/2019

Members had been issued with the Annual Governance Statement for 2018/2019.

RESOLVED: that the Clerk/Responsible Financial Officer and Chairman sign the Annual Governance Statement 2018/2019, agreeing that the Parish Council adopt the correct procedures in maintaining their financial affairs.

#### 65/19 TO APPROVE THE ACCOUNTING STATEMENT 2018/2019

Members had been issued with a copy of the Accounting Statement for 2018/2019.

RESOLVED: that the Chairman and the Responsible Financial Officer should sign the Accounting Statement on behalf of the Parish Council.

#### 66/19 CORRESPONDENCE

The following correspondence was brought to the attention of the Parish Council:-

- a) A thank you card from Terry and Gill Hunt for the Parish Council's support in raising £530.53 for the Queen Elizabeth Critical Care Unit.

#### 67/19 PRESENTATION OF THE JOAN WILLIAMS CIVIC AWARD TROPHY 2018

The Chairman presented the Joan Williams Civic Award for 2018 to Simon Williams.

Upon presenting the award, the Chairman praised Simon for his contribution to the BKV Committee during the past twelve months. He recognised the impact the social media campaign Simon has led has had in informing residents of the efforts being undertaken for their benefit and for increasing the amount of support for local events such as littler picks. He congratulated Simon on his achievement and noted he looked forward to supporting BKV with their future plans to improve the village during the coming year.

68/19 CHAIRMAN'S BUSINESS

a) The Chairman noted that the next meeting of Full Council would be held on Monday 1<sup>st</sup> July 2019, with public participation at 7.15 p.m.

b) It was agreed that meetings would be held in June as follows:-

- |                              |   |   |
|------------------------------|---|---|
| Recreation and Amenities     | - | 17 <sup>th</sup> June 2019 at 7.00pm                          |
| Planning and Development     | - | 17 <sup>th</sup> June 2019 following Recreation and Amenities |
| Civic Centre Management      | - | 24 <sup>th</sup> June 2019 at 7.00pm                          |
| Finance and General Purposes | - | 24 <sup>th</sup> June 20191 following Civic Centre Management |

The meeting terminated at 8.10 p.m.