

HOPTON AND COTON PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL

Wednesday 5th May 2021 at 7.00 p.m. online

There was one minute's silence to mark the death of HRH Prince Philip

Public Participation 10 mins.

Many members of the public were present

MINUTES

Cllr Mr Paul Gilbert, Chairman of the Council for 2020/21 presided as Chairman to open the proceedings. Other attendees were: Cllr Brown-Bullivant (Vice Chair '20/21), Cllr Lamond, Cllr Rogers, Cllr Spennewyn and Cllr Wood

- 21/118 Election of the chairman of the parish council 2021/22 and the signing of the declaration of office** It was RESOLVED to elect Cllr P Gilbert as Chairman of the parish council – NOMINATED by Cllr Wood. SECONDED by Cllr Spennewyn. There were no other nominations
- 21/119 Election of the vice chairman of the parish council 2021/22.** It was RESOLVED to elect Cllr Spennewyn as Vice Chairman. NOMINATED by Cllr Gilbert, SECONDED by Cllr Rogers There were no other nominations.
- 21/120 To receive apologies:** there were no apologies
- 21/121 To note the minutes from the Annual Meeting of the Council in 2019.** The minutes were duly noted. They were APPROVED at the meeting immediately following the Annual Meeting of the Council in 2019
- 21/122 THE SIGHTING OF THE DEEDS HELD BY THE PARISH COUNCIL:** it was considered that this should be done at the first face-to-face meeting after Lockdown on Wednesday 7th July
- 21/123 To confirm the Councillors responsible for parish council contracts and weekly playground inspections.** It was decided that Cllr Gilbert should continue to be responsible for contracts and that the cleaner should continue to carry out weekly playground inspections.
- 21/124 To confirm the Councillors authorised to sign cheques.** The Clerk confirmed that the following Cllrs were authorised: Gilbert, Brindley, Wood and Brown-Bullivant
- 21/125 To confirm the minimum number of meetings to be held throughout the year:** It was confirmed that an additional three meetings need to be held.
- 21/126 To determine the dates and venue of all the planned meetings.** It was decided that the meetings should take place on the first Wednesday of the month at Hopton Village Hall at 7.30 p.m. with the exception of August

21/127 To confirm the appointment of any new committees or working groups that were set up during 2020/21 or during April 2021:

Name of group	The Neighbourhood Plan Working Group (NPWG)	The New-Build Working Group (NBWG)	The Employment Committee
Current members	Cllr Gilbert Cllr Lamond Cllr Rogers Cllr Spennewyn	Cllr Gilbert Cllr Rogers	Cllr Gilbert Cllr Brindley Cllr Rogers

21/128 A review of the inventory of land and assets including buildings and equipment. The Clerk issued a current version of the Asset Register.

21/129 Confirmation of insurance cover. The Clerk confirmed the insurance cover with Came and Company. The Clerk holds all the associated documents and the two new certificates have now been put on display on the village hall – Public Liability and Employer’s Liability

21/130 A review of the council’s subscriptions to other bodies:

The Staffordshire Parish Councils’ Association (SPCA) which represents NALC (The National Association of Local Councils)	£200 per annum
The Society of Local Council Clerks (SLCC)	£166 per annum
The Information Commissioner’s Office (ICO)	£40 per annum
“Clerks and Councils Direct” magazine subscription	£12 per annum

21/131 A review of the council’s complaints procedure. It was confirmed that all complaints should go to the Chairman of the parish council

21/132 A review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 & the Data Protection Act 1998: the Clerk told everyone about HPC’s procedures which are all on the HPC web site

21/133 A review of the council’s policy for dealing with the press / media. The press should go to the Chairman for any information sought.

21/134 A review of risk assessments, standing orders, financial regulations and accessibility regulations: The Clerk did a resume of all of these documents which are on the HPC website: www.hoptonandcotonparishcouncil.org.uk

21/135 To consider the proposal that Hopton and Coton Parish Council should adopt the “General Power of Competence”. The Clerk confirmed that the council now meets the criteria for adopting this power (the Clerk is fully qualified and two thirds of the Councillors have been elected.) She also confirmed what the General Power of Competence means. It was RESOLVED to adopt the General Power of Competence – Nominated by Cllr Gilbert, SECONDED by Cllr Rogers. The vote was unanimous

End of meeting