



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE AGM MEETING

Held on Tuesday, 18th May 2021 at 7pm

Ref:

EMERGENCY PROCEDURE

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

Cllrs E Brown [Chair], M Brown, D Addison, K Cranney, J James, T Jones, P Reich, A Shore and Simon Waters.

In attendance was J Rendell [Parish Clerk] Jacqueline Henshaw and three local residents.

		ACTION
1	Welcome and Apologies for absence The Clerk, John Rendell welcomed all present to the 2021 Annual General Meeting. Apologies were received from Councillors David Pembury and Jenny Jones.	
2	To receive notification of any member's personal or prejudicial interest Councillor Dave Addison declared he is Chair of Stoke Gifford Trust. Councillor Ernie Brown declared his membership of the South Gloucestershire Council Planning Committee. Councillor Keith Cranney advised he was a member of the SGC Regulatory Committee. Councillor Trevor Jones declared he is on the South Gloucestershire Council Planning Committee and is a Winterbourne Town Councillor.	

3	<p>To approve minutes of the last Annual General Meeting dated 9th June 2020</p> <p>The minutes dated 9th June 2020 were agreed as an accurate record, proposed by Councillor Dave Addison, seconded by Council Keith Cranney, carried unanimously.</p>	
4	<p>Present Annual Newsletter to include report from Committee Chairs and overview from Parish Clerk</p> <p>The Clerk, John Rendell presented all present with the 2021/22 Annual Newsletter which included the annual report from the Chair, Ernie Brown, the Committee Chairs and also the Clerks report.</p>	
5	<p>To elect Chair of Full Council for 2021/22 and receive Declaration of Acceptance Office</p> <p>Councillor Dave Addison proposed that Councillor Ernie Brown continue to serve as Chair of Council for the year 2021/22, seconded by Councillor Brian Allinson, unanimously carried.</p> <p>Councillor Ernie Brown duly signed the Declaration of Acceptance of Office.</p>	
6	<p>To elect Vice Chair</p> <p>Councillor Keith Cranney proposed that Councillor Mike Brown is elected as Vice Chair of Council for the year 2021/22, seconded by Councillor Brian Allinson, unanimously carried.</p>	
7	<p>Councillor attendance at meetings for 2021/22</p> <p>The Clerk, John Rendell presented members with the Councillor attendance at meetings information for the past year.</p> <p>Councillor Brian Allinson mentioned that during the past 12 months it has been particularly testing with the pandemic and lockdowns etc and acknowledged overall Councillor attendances had been good.</p>	
8	<p>Councillor Vacancy update</p> <p>The Chair, Ernie Brown informed members the Chairs/ Staffing Committee had completed the interview process for the Parish Council vacancy. three registers of interest were received and invited to interview, one cancelled on the day (change in work commitments & health), two were interviewed and both candidates gave a good positive interview. The panel have met and recommend to Full Council to Co-opt Mrs Jacqueline Henshaw onto the Parish Council. Following discussion, Councillor Trevor Jones proposed to go with the Chairs recommendation and Co-opt Mrs Henshaw, seconded by Dave Addison, unanimously carried. Jacqueline Henshaw then joined the meeting and duly signed the Declaration of Office.</p>	

9	<p>Review Parish Council 5-year plan</p> <p>The Chair, Ernie Brown presented members with the current 5-year plan and mentioned the Tower at Meade Park is scheduled to be replaced during year 3 in 2022/23. This play equipment is to cater for the older youths (teenage years) as the park is currently equipped for younger children. Members would like to hear the views of local people on what they would like to see and wish to source some feedback before going to tender for the works. The Parish Clerk will liaise with the Scouts, Youth Provision provider and look at starting a low-key consultation process with the local Journal and add to the Parish website. This is an evolving plan and one where members will continue to monitor and tweak throughout the following years.</p>	Clerk
10	<p>Review and approve Policies & Procedures and Standing Orders</p> <p>Clerk emailed Standing Orders and Policies & Procedures to all members and included in the supporting documents for consideration and approval. The Clerk stated the Financial Regulations and Standing Orders had been refreshed in line with recommendations resulting from the audit. Following discussion, Councillor Brian Allinson proposed acceptance of the changes and approval of Policies & Procedures and Standing Orders, seconded by Councillor Trevor Jones, unanimously carried. These documents will be reviewed again at the next Annual Meeting in May 2022.</p>	
11	<p>Appointment of members of Council to Committees</p> <p>Councillors Ernie Brown (Chair) and Mike Brown (Vice Chair) will be ex officio members of all Committees.</p> <p><u>Finance & General Purpose</u> – All Councillors</p> <p><u>Planning & Transportation</u> – Trevor Jones, Keith Cranney, Brian Allinson, Andrew Shore, Jacqueline Henshaw, David Pembury</p> <p><u>Recreation & Leisure</u> – Pauline Reich, Simon Waters, Brian Allinson, Jenny James</p> <p><u>Youth Committee</u> – Jacqueline Henshaw, Dave Addison, Pauline Reich</p>	
12	<p>Appointment of members of Council to external bodies</p> <p>Stoke Gifford Trust Committee – Councillor Ernie Brown</p> <p>Hitachi – Councillor Brian Allinson</p> <p>Friends of Forty Acres & Meade Park – Councillor Jenny James</p> <p>Friends of Parkway Station – Councillor Brian Allinson</p> <p>Stoke Gifford Community Engagement Forum – Councillor Keith Cranney</p> <p>Little Stoke Garden Society – Councillor Pauline Reich</p>	

	<p>Southern Brooks Archaeology – Councillors Simon Waters Keith Cranney and Jenny James.</p> <p>Splatts Abbeywood Conservation Group – Councillor Jenny James.</p> <p>Public Transport Forum – Councillors Ernie Brown and Keith Cranney</p> <p>Volunteer Bureau and Four Towns Play Association – Councillor Pauline Reich and Parish Clerk.</p> <p>Larger Councils Network – Councillor Brian Allinson.</p>	
13	<p>Any other Business</p> <p>None.</p>	
14	<p>Meeting Closure</p> <p>19:40</p>	

Signed _____

E Brown (Chair)

On behalf of Stoke Gifford Parish Council

Date _____