

West Bradford Parish Council

Clerk:

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Minutes of the Annual General Meeting of West Bradford Parish Council held on Wednesday 29 May 2024 at 7.30pm at West Bradford Village Hall

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr R Marsden
Other members present:	None
Members of the public present:	Mr J Evans
Clerk:	Mr A Glover
Apologies:	Parish Cllr R Chew (Vice Chair) Cllr K Horkin (RVBC)

1.	<p>Election of the Chair and Vice-Chair of the Council:</p> <p>a) <u>Chair:</u></p> <p>Parish Cllr Bristol vacated the chair whilst the Clerk sought nominations for the role of Chair during 2024/25.</p> <p>Parish Cllr Bristol was nominated for the role of Chair by Parish Cllr Best and seconded by Parish Cllr Fox; no other nominations were made. After a unanimous vote in his favour, Parish Cllr Bristol agreed to retain the chairmanship until the next AGM.</p> <p>Resolved Parish Cllr Bristol to continue in the role of Chair for 2024/25</p> <p>b) <u>Vice Chair:</u></p> <p>Parish Cllr Bristol then resumed the role of Chair and sought nominations for the role of Vice Chair. In her absence, Parish Cllr Chew was nominated by Parish Cllr Best and seconded by Parish Cllr Marsden. No other nominations were made. After a unanimous vote in her favour, it was agreed that Parish Cllr Chew would continue to act as Vice-Chair of the Parish Council for the next 12 months. (In giving her apologies prior to the</p>	AB
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	<p>meeting, Cllr Chew had indicated to continue in the role of Vice Chair if elected).</p> <p>Resolved Parish Cllr Chew to continue in her role as Vice Chair</p>	RC
2	<p>Declarations</p> <p>a) <u>Chair's Declaration of Acceptance of Office</u></p> <p>The Chair signed the Declaration of Acceptance of Office for 2024/25, as presented by the Clerk.</p>	
3.	<p>Welcome:</p> <p>The Chair welcomed all present to the Annual General Meeting of the Parish Council.</p>	
4.	<p>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</p> <p>None</p>	
5.	<p>Minutes / Matters Arising:</p> <p>The minutes of the AGM held in May 2023 had previously been approved by members and signed by the Chair as a true and accurate record. Consequently, a copy of the minutes for the 2023 AGM was provided for members' information only.</p>	
6.	<p>Chair's Annual Report / general comments:</p> <p>The Chair outlined a number of developments which had taken place during the previous 12 months. It had been a busy year, with matters of note including:</p> <ul style="list-style-type: none"> • 11 planning applications had been considered by the Parish Council in its statutory role, with 5 written submissions made to the Local Planning Authority; • the parish had been runner-up (placed either third or fourth) in the Lancashire Best Kept Village Competition, with several entrants being rewarded in the categories for Outstanding Features; • the coronation of King Charles III had been marked with a well-attended event on the playing fields, as well as the erection of a plaque on the Coronation Gardens; • a new notice board had been erected; • 7 oak trees had been planted in commemoration of the jubilee of the late Queen Elizabeth II; • the establishment of the Parish Council's legal title to the Pinfold had been progressed, with submission of forms seeking voluntary registration of title; • a new Lengthsman had been appointed; 	

	<ul style="list-style-type: none"> • a number of concerns around parking in the village had been considered; • members had continued to monitor HARP (including exploring the possible establishment of a lobbying group; and • all members had undergone an election, and a new member (Cllr Marsden) had been appointed. <p>The Chair thanked the Clerk for his efforts during 2023/24.</p>	
7.	<p>Review of representation on or work with external bodies and arrangements for reporting back:</p> <p>It was agreed that the following appointments would be made:</p> <ul style="list-style-type: none"> • <i>Village Hall Management Committee</i> – Parish Cllr Fox would remain in this role, and Parish Cllr Chew would seek to support him (with Parish Cllr Bristol deputising for Parish Cllr Chew as required); • <i>Parish Council Liaison Committee</i> - Parish Cllr Bristol agreed to lead on this role, with Parish Cllr Chew deputising for him as required; • <i>Hanson Cement</i> - Parish Cllr Marsden agreed to take up this role, with Parish Cllr Best deputising for him as required. 	
8.	<p>Ongoing governance issues (as part of Parish Council wider development work)</p> <p>a) <u>Re-adoption of policies and procedures</u></p> <p>Members considered the following draft documentation presented by the Clerk:</p> <ul style="list-style-type: none"> • Standing Orders / Financial Regulations 2024/25; • Code of Conduct 2024/25; • Risk Assessment 2024/25; • Data Retention Policy 2024/25; • Privacy notice – residents 2025/25; • Privacy Notice – staff and councillors 2024/25; and • Model Publication Scheme 2024/25. <p>After due deliberation, members agreed that the current wording of paragraph 2.2 of the draft Financial Regulations was unnecessarily onerous (given the size of the Parish Council’s budget; the amount of member resource available; the council’s successful record at audit; and the fact that details of the monthly reconciliation exercise carried out by the Clerk were circulated with the monthly accounts and were accordingly available for members to comment on). The Clerk was therefore asked to remove the current paragraph 2.2 from the approved version of the Financial Regulations.</p> <p>cont</p>	

	<p>Resolved Clerk to amend the draft Financial Regulations with the removal of paragraph 2.2 Subject to this amendment, all of the above drafts as presented would be formally adopted <i>en bloc</i> for 2024/25. The documentation would be revisited and re-presented at the next Annual General Meeting in May 2025</p>	<p>Clerk</p> <p>Clerk</p>
9.	<p>Financial summary:</p> <p>a) <u>Overview</u></p> <p>The Clerk gave an overview of the Parish Council's financial position over the course of the previous 12 months, taking into account both income and expenditure.</p> <p>Resolved Members noted the position</p> <p>b) <u>Draft budget proposed for 2024/25:</u></p> <p>In light of the above, the Clerk presented a draft budget for 2024/25, which identified key areas of income and expenditure and allocated an appropriate sum to each budget heading.</p> <p>Members supported the use of the draft budget as a means of enabling them to exercise greater financial control, and invited the Clerk to report any variance on a quarterly basis.</p> <p>Resolved The draft budget as presented was formally adopted for 2024/25. Clerk to continue with quarterly monitoring of the budget as agreed</p>	<p>Clerk</p>
10.	<p>Insurance cover 2024/25</p> <p>The Clerk confirmed that the current Zurich policy would expire on 31 May 2024. The renewal premium for 2024/25 was £251.42 including tax (this being the sum as charged for at least the past 2 years of cover).</p> <p>Resolved Members approved renewal of the Zurich insurance contract and authorised the Clerk to make payment</p>	<p>Clerk</p>
11.	<p>Asset Register 2024/25</p> <p>The Clerk presented an updated draft Asset Register for 2024/25.</p> <p>Resolved Members approved the draft Asset Register for 2024/25</p>	

12.	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council The Clerk presented a revised list of meeting dates for 2024/25 and invited members to note them for future reference.	
13.	Questions from members of the public None	
14.	Any Other Business No other business was reported.	
	Date / time of next meeting: The next ordinary meeting of the Parish Council will be held immediately after this meeting, and then on 26 June 2024.	

The meeting closed at 7.43pm.

Signed by:		
	Date: 26.6.24	Clr A Bristol R. CHAW. Chair