

**MINUTES OF THE ANNUAL GENERAL MEETING OF ALDERMINSTER PARISH
COUNCIL HELD IN THE VILLAGE HALL, NEW ROAD ON WEDNESDAY 18TH
MAY 2011 AT 7.30PM**

PRESENT: MR.J.MELVILLE (CHAIRMAN), MR.M.MEADOWS (VICE CHAIRMAN), MRS.M.MOODY, MR.J.HUTCHINGS, MRS.G.HUDSPITH, MR.A.JENKINS, COUNTY/DISTRICT COUNCILLOR I.SECCOMBE AND 7 MEMBERS OF THE PUBLIC.

1. Apologies for absence.

Dr. M.Edwards

At this point the CHAIRMAN advised those present that he would move item 10(a) on the Agenda to this point to allow Mr.Phil Ward to give his presentation to the meeting. He invited Mr. Ward to give his presentation.

Mr.Ward gave a lengthy and interesting presentation on the provision of affordable housing in the parish. His job is to work with Parish Councils in identifying whether or not there is a need for affordable housing and to this end he offered his services to carry out a survey. This would be at no cost to the Parish but would rely on help from the Parish Council to identify properties and businesses within the Parish to receive survey forms. These forms would be returned to Mr. Ward for analysis and confidentiality of the data was assured. He pointed out that no particular site had been earmarked for possible housing and any site chosen as a result of the survey identifying a need would have to meet with the approval of the community as a whole and go through the normal planning processes. He took questions from members and members of the public who were present

MR.A.JENKINS proposed that the Parish Council should carry out a Housing Needs survey as outlined by Mr. Ward. (MR.A.JENKINS left the meeting at 8.00pm).

After further debate MR.M.MEADOWS seconded this proposal which was carried on a vote by 4 in favour and 1 abstention.

2. Election of Chairman and officers 2011/12

Chairman - Nominated MR.M.MEADOWS proposed MR.J.MELVILLE, seconded MRS.M.MOODY - no other nominations received. Elected.

Vice Chairman - Nominated DR.M.EDWARDS proposed MR.J.HUTCHINGS, seconded MRS.G.HUDSPITH - no other nominations received. Elected

Responsible Finance Officer - MR.M.MOODY

Internal Auditor - MS.J.BLUTEAU

Village Hall Representative - MR.M.MEADOWS

3. Any items from Members of the Public present at the Meeting including those items on the agenda

(There is a time limit of 3 minutes allowed for each item)

The CHAIRMAN invited members of the public to address the meeting.

Mr.J.Harper spoke of his concern with regard to the following matters:

He was very concerned with the number of overgrown hedges at properties in the 'Old Road'. He had been in touch with the County Council who had told him that they would take the matter up if the Parish Council contacted them.

He also spoke of the number of vehicles parked on the grass verges outside houses and again said the County Council would want the Parish Council to contact them. Another concern of his was the fact that recycling bins are left outside houses. He knew of one property where the bins had been left outside the premises since the day they were delivered.

Finally he spoke of a problem with the drains outside his premises which he felt needed cleaning out. He is concerned that in the event of heavy rain there is a potential flood risk.

4. Declarations of Interests.

Members are asked to declare interests in items on the Agenda in accordance with the following provisions:

(a) Statutory Model Code of Conduct for Parish Councils

(Note: Members are reminded that the Code of Conduct provides that should they have a prejudicial interest in any matter under discussion, then providing the matter is considered in public session, they are entitled, with the consent of the Chairman, to make representations and answer questions if members of the public are granted the same entitlement. Members must leave the room before the ensuing debate and vote and must not attempt to improperly influence a decision about that matter)

MRS.M.MOODY declared an interest in items 13 (a)-(c)

MRS.G.HUDSPITH declared an interest in item 13(f)

5. Acceptance of the minutes of the previous meeting (March 2011)

The Clerk had circulated the minutes of the previous meeting which were accepted as a true record by those members who were present. The CHAIRMAN signed the minutes book.

6. Matters Arising from the minutes of the previous meeting:

(a) Village Notice Board

MR.MELVILLE had obtained a further quotation for refurbishment of the notice board at £125. Members agreed that this was the best solution as it would keep the original board purchased to commemorate the Queen's Silver Jubilee.

(b) Milestones in the Parish

The Clerk had put an article in Village Voices seeking volunteers to help undertake refurbishment of the milestones but no offers had been forthcoming. He will put another article in Village Voices.

(c) Dog fouling in the village

Following on from the complaint received at the last meeting the Clerk had put an article in Village Voices.

7. Any matters from the District Councillor or County Councillor.

Councillor Seccombe updated the members on the changes the District Council following the recent elections. Councillor C.Saint is the new leader of the Council. The Council had been looking at sharing services with other local authorities in the region. The WCC countryside access team had seen a reduction in staff which had included Mr.Martin Fry.

8. To receive any new planning applications

(a) None

9. To receive any results of planning applications

(a) 11/00265/FUL - The Limes, New Road - extension of garden - APPROVED subject to conditions.

10. To receive any correspondence

(a) Affordable Housing in Alderminster (Old Road) - proposal by WRCC.

Presentation by Phil Ward Rural Housing Officer

This item had been dealt with earlier in the meeting.

11. To Review the Internal Audit Procedures

The members carried out a review of the internal audit procedures and agreed that the present procedures were adequate for the Parish Council purposes.

12. Presentation of Annual Accounts 2010/2011

The Clerk had circulated the annual accounts which were approved by the members.

The CHAIRMAN signed the Annual Return Governance Statement on behalf of the members.

13. Passing of any accounts for payment

The following accounts were passed for payment:

(a) Clerk's Salary April £*** (Direct Payment)

(b) HMRC Income Tax Payment £*** (Direct Debit) (the Clerk explained that the salary for the clerk was now paid by the PAYE system which had taken him some hours extra work to set up. He would now be paid directly to his bank account on the first of each month and the tax would be paid by direct debit to the tax authority)

(c) Parish Council expenses incurred by Clerk £5.36p

(d) WALC Annual Subscriptions £137

(e) Aviva (Came and Co) Annual Insurance Premium - £388.26p

(f) Royal Wedding Celebration costs (MEGA) - £181.85p

14. Closure of meeting

Meeting dates for 2011 -

20th July 2011

14th September 2011

16th November 2011

The CHAIRMAN closed the meeting at 9.25pm