**MIDDLETON CHENEY PARISH COUNCIL ANNUAL MEETING**

**Monday, 23rd May 2016**

**The Parish Meeting Room, Main Road, Middleton Cheney**

Present: Chair Cllr. A. Youel, Vice Chairman Cllr. S. Jerrams Coughtrey, Cllrs. A. Deary.

E. Mason, C. Bowden, Clerk/RFO & District Councillor V. Furniss (Mrs) and

Clerical Assistant E. Winn (Mrs.).

**MINUTES**

**16/166 Election of Chairman for the Year 2016/2017 - Chairman to sign Declaration of Office.**

 In order for Council to elect a Chairman for the year 2016/17

 Councillor Alan Youel stood down as Chairman.

 Councillor A. Youel said he was willing to continue and expressed an interest in the role of Chairman for the forthcoming year 2016/17.

 **Proposed** Cllr. Sue Jerrams Coughtrey

 **Seconded** Cllr. Emma Mason

 As there were no other nominations, a vote was taken and Councillor Alan Youel was voted in unanimously by Councillors attending.

Councillor Alan Youel as Chairman for 2016/17 signed the Declaration of Office and took the Chair.

**16/167 Resolution to approve apologies for absence.**

Apologies were received from:

Cllr. P. Dixon – Medical Reasons

Cllr. J. Canning – Family Commitment

District Cllr. Judith Baxter (a report had been submitted and would be circulated to all Councillors)

**Proposed**: Cllr. C. Bowden

**Seconded:** Cllr. A. Deary 16/064

**16/168 Election of Vice Chairman - Vice Chairman to sign Declaration of Office**

Councillor S. Jerrams Coughtrey said she was willing to continue and expressed an interest in the role for the forthcoming year 2016/17.

**Proposed**: Cllr. A. Youel

**Seconded**: Cllr. E. Mason

As there were no other nominations, a vote was taken and

Councillor S. Jerrams Coughtrey was voted in unanimously by Councillors attending as Vice Chairman for 2016/17. Councillor S. Jerrams Coughtrey signed the Declaration of Office.

**16/169 Councillors to sign Declaration of Interest.**

All Councillors attending completed and signed a Declaration of Interest form that the Clerk would return to South Northants Council Monitoring Officer on their behalf.

**16/170 Members’ declaration of interest in items on the Agenda.**

No interests were declared.

**16/171 Minutes of Annual Meeting of the Parish Council of 18th May, 2015.**

 The minutes had been circulated, approved and signed last year at the meeting held on 1st June 2015 - Agenda Item 15/143.

**16/172 Matters arising from item 16/171 not on the Agenda.**

 There were none.

**16/173 Financial arrangements**

* Appoint/Confirm Bank and banking arrangements – appoint cheque signatories.

- The Clerk/RFO recommended that Council remain with Barclays Bank. All Councillors attending agreed. Bank and arrangements would stand as before.

- Cheque signatories would be: Cllrs. S. Jerrams Coughtrey, P. Dixon and A. Deary.

* Appoint/Confirm Responsible Financial Officer (RFO)

- The Clerk, V. Furniss, expressed an interest in remaining RFO for the year 2016/17. All Councillors agreed and she was duly appointed for another year.

* Appoint/Confirm Internal Controls Councillor (ICC)

- Cllr. A. Youel expressed an interest in remaining ICC for the year 2016/17. All Councillors attending agreed. Cllr. A. Youel was confirmed as I.C.C. for the year. 16/065

* Standing orders – Notification of any changes deemed necessary.

- No changes were deemed necessary.

All Financial arrangements were agreed by Councillors and no changes were deemed necessary.

**Proposed**: Cllr. C. Bowden

**Seconded:** Cllr. A. Deary

**16/174 Decide and elect Cllrs for Working Parties for 2016/17**

* Cemetery Working Party
	+ **Cllr. S. Jerrams Coughtrey**
	+ **Cllr. E. Mason**
	+ **Cllr. C. Bowden**
* Planning Working Party
	+ **Cllr. A. Youel**
	+ **Cllr. A. Deary**
	+ **Cllr. P. Dixon**
* Finance Working Party
	+ **Cllr. A. Youel**
	+ **Cllr. S. Jerrams Coughtrey**
	+ **Cllr. A. Deary**
* Human Resources (HR) Working Party
	+ **Cllr. A. Youel**
	+ **Cllr. J. Canning**
	+ **Cllr. E. Mason**
* Highways Working Party
	+ **Cllr. S. Jerrams Coughtrey**
	+ **Cllr. A. Youel**
	+ **Cllr. E. Mason**

**16/175 Councillors’ Portfolios - Election of Council Representatives = \***

**Cllr. A. Youel**

* **Finance**
* **Human Resources**
* **IT/Website\***
* **Neighbourhood Plan\***
* **Planning\***
* **Highways**

 16/066

**Cllr. S. Jerrams Coughtrey**

* **Alms Houses\***
* **Archiving**
* **Cemetery**
* **Environmental (Fly tipping, trees, vegetation)**
* **Finance**
* **Heritage**
* **Highways**
* **Land Registry\***
* **Neighbourhood Plan**
* **Paths, Rights of Way and Permissive Bridleways**

**Cllr. C. Bowden**

* **Month Of Madness**
* **Children’s Home**
* **Age Concern\***
* **Open Spaces**
* **Play Areas**
* **Cemetery**

 **Cllr. J. Canning**

* **Human Resources**
* **Paths/Rights of Way**
* **Care Homes**
* **Land Registry**

**Cllr. A. Deary**

* **Cheney Chatter**
* **Emergency Plan\***
* **Library Supporters Group**
* **Neighbourhood Plan**
* **Planning**
* **Village Amenities (Village Green, Bins, Benches)**
* **Children’s Home**

**Cllr. E. Mason**

* **Care Homes\***
* **Cemetery**
* **Church/Covenant Meeting\***
* **Highways**
* **Human Resources**
* **Secondary School Academy\***

**Cllr. P. Dixon**

* **Age Concern**
* **PFA/Social Club/Community Hub\***
* **Transport**
* **Village Hall\***
* **Women’s Institute**

Signed …………………….. Date: ………………….

**Chairman** 16/067