**MIDDLETON CHENEY PARISH COUNCIL ANNUAL MEETING**

**Monday, 22nd May 2017**

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

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

 C. Bowden, B. Amos, R. Solesbury-Timms

 Clerk/RFO & District Councillor V. Furniss (Mrs) & Clerical Assistant E. Winn (Mrs.).

**MINUTES**

**17/165 Election of Chairman for the Year 2017/2018 - Chairman to sign Declaration of Office**

 In order for Council to elect a Chairman for the year 2017/18

 Councillor Alan Youel stood down as Chairman.

 Councillor Alan Youel said he was willing to continue and expressed an interest in the role of Chairman for the forthcoming year 2017/18

 **Proposed:** Cllr. Sue Jerrams Coughtrey **Seconded:** Cllr. Caron Bowden

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

 voted unanimously Cllr. Alan Youel as Chairman.

 Councillor Alan Youel as Chairman for 2017/18 signed the Declaration of Office and took the Chair.

**17/166 Apologies for absence**

Apologies were received from:

Cllr. P. Dixon – Family Commitments

Cllr. J. Canning – Work Commitment

**Proposed:** Cllr. C. Bowden **Seconded:** Cllr. B. Amos

 17/072

**17/167 Election of Vice Chairman - Vice Chairman to sign Declaration of Office**

Councillor Sue Jerrams Coughtrey said she was willing to continue and expressed an interest in the role for the forthcoming year 2017/18

**Proposed:** Cllr. A. Youel **Seconded:** Cllr. A. Deary

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

Councillors attending voted Councillor Sue Jerrams Coughtrey in unanimously as Vice Chairman for 2017/18.

Councillor Sue Jerrams Coughtrey signed the Declaration of Office

**17/168 Members’ Declaration of Interest – Cllrs. to sign Declaration of Interests Forms**

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

**17/169 Minutes of Annual Meeting of the Parish Council of**

 **23rd May 2016**

 The minutes had been circulated, approved and signed last year at the meeting held on 6th June 2016 - Agenda Item 16/178.

**17/170 Matters arising from item 17/169 not on the Agenda**

 There were none.

**17/171 Financial arrangements**

1. 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. The Clerk was nominated as an additional signatory for admin purposes only.

1. Appoint/Confirm Responsible Financial Officer (RFO)

 The Clerk, V. Furniss, expressed an interest in remaining as RFO for the year 2017/18. All Councillors agreed and she was duly appointed for another year

1. Appoint/Confirm Internal Controls Councillor (ICC)

 Cllr. A. Youel expressed an interest in remaining as ICC for the year 2017/18. All Councillors attending agreed.

Cllr. A. Youel was confirmed as ICC for the year.

 17/073

 **Financial arrangements - Continued**

1. Standing orders – Notification of any changes deemed necessary
* No changes were deemed necessary.

Councillors agreed all financial arrangements and no changes were deemed necessary.

**Proposed:** Cllr. R. Solesbury-Timms **Seconded:** Cllr. A. Deary

**17/172 Decide and confirm Working Parties required for 2017/18**

* Cemetery Working Party
* Planning Working Party
* Finance Working Party
* Human Resources (HR) Working Party
* Highways Working Party

The Clerk would circulate list to confirm participation by Councillors.

**17/173 Councillors’ Portfolios + Election of Parish Council Representatives on specific Village Committees and/or handling\***

**Cllr. A. Youel**

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

**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

 17/074

**17/173 Councillors’ Portfolios + Election of Parish Council Representatives on specific Village Committees and/or handling\* (Continued)**

**Cllr. C. Bowden**

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

 **Cllr. J. Canning**

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

**Cllr. A. Deary**

* Cheney Chatter\*
* Emergency Plan\*
* Library Supporters Group\*
* Neighbourhood Plan & Planning
* Finance
* Open Spaces and Play Areas
* Village amenities – Pocket Parks, Village Green, Bins, Benches\*

**Cllr. P. Dixon**

* Transport
* Women’s Institute\*

**Cllr. B. Amos**

* Planning & Highways
* Playing Field Association – PFA\*
* Neighbourhood Plan
* Month of Madness (MOM)
* Play Areas\*

**Cllr. R. Solesbury-Timms**

* Bell Ringing/Church/Covenant Meetings/WW1 Memorial\*
* Secondary & Primary School Academies
* Playing Field Association – PFA\*
* Care Homes & Children’s Homes
* Village Hall\*

Clerk would circulate a list of Portfolios for Councillors to confirm interest/participation.

**17/174 Councillors’ ‘Wards’ – Councillors to confirm areas being covered.**

Signed ………………………………………5th June 2017

**Chairman**

17/075