
GREAT SOMERFORD (INCORPORATING STARTLEY) PARISH COUNCIL

Minutes of the Annual Parish Council Meeting 18 May 2022 @ 7.30 pm In the Community Room

Present	Clr J Botterill Clr L Campbell Clr M Griffiths	Clr A Lennox Clr H Lennox Clr I Vout
In attendance	T M Chapman (Clerk) Wilts Clr E Threlfall	2 members of public

Outgoing Chair and retired Councillor Stephen Mansfield took the Chair for agenda items 1 & 2 before leaving the meeting.

- 22/APCM/ 1. **Declaration of Acceptance of Office as Councillors**
It was **noted** that all Councillors have signed these as members of the Parish Council in 2021 following election or in 2022 following co-option.
- 22/APCM/ 2. **Election of Chairman & Declaration of Acceptance of Office for 2022/23**
Clr Griffiths was unanimously **elected** as the Chairman. Proposed: Clr H Lennox; seconded: Clr Campbell. She then duly signed the Declaration of Office and took over the Chair for the remainder of the meeting.
- 22/APCM/ 3. **Election of Vice-Chairman & Declaration of Acceptance of Office for 2022/23**
Clr H Lennox was unanimously **elected** as the Vice-Chairman. Proposed: Clr Griffiths; seconded: Clr Vout. She then duly signed the Declaration of Office.
- 22/APCM/ 4. **Apologies for Absence** – Clr Hammond
- 22/APCM/ 5. **Declaration(s) of Interest** (Local Authorities (Model Code of Conduct) Order 2007).
There were no Declarations of Interest relating to any matter being considered by the meeting.
- 22/APCM/ 6. **Vacant seats on the Parish Council.**
It was **noted** that, following the recent retirements of David Butcher & Stephen Mansfield, the Parish Council has two vacancies. The Notice of Vacancy is on display in the village and if 10 electors do not request an election by 6 June than the Parish Council can seek to fill the vacancies by co-option. This may be a matter for the July meeting.

Agenda: July

- 22/APCM/ 7. **Councillor Areas of Special Responsibility**
The Councillors **reviewed** the areas of special interest in the light of skill set and work load of the reduced Council and (re-)assigned them as detailed below with parishioner volunteer, Kyle Hourigan, continuing to look after Neighbourhood Watch and Steve Mansfield maintaining the website and issuing Parish Information Emails with the content provided by the Chair or the Clerk.

Best Kept Village Competition	Clr Botterill
Community Infrastructure Levy (CIL)	Clr Griffiths
Community Room Committee	Clr Botterill & Clr Griffiths
Defibrillator (GS) & Telephone Kiosk maintenance & monthly reporting	Clr H Lennox
Defibrillator (Startley) maintenance & monthly reporting	Clr H Lennox
Defibrillator (Startley) Purchase & Installation	Clr Botterill
Emergency Planning Lead	Clr H Lennox
Environment Lead & Coordination of Environment Working Group	Clr Botterill
Finance, Risk & Governance	Clr Hammond
Footpaths & Liaison with Landowners	Clr Campbell
Fourways Stores Working Group	Clr H Lennox
Highways & Parish Steward Liaison	Clr Vout
Housing Developments	Clr Campbell
Liaison with Walter Powell School/DBAT	Clr Botterill
Malmesbury Area Board Representative	Clr Botterill
Malmesbury CATG and CAFG	Clr Vout & Clr Campbell
Neighbourhood Planning & Review	Clr A Lennox
Notice Boards	Clr H Lennox
Operation London Bridge	Clr H Lennox & Clr Griffiths
Planning	Clr Hammond
Play Area	Clr Vout & Clr Campbell
Speed Camera - Maintenance and Reporting	Clr A Lennox
Startley Cemetery	Clr H Lennox
Street Champions Coordination	Clr Griffiths
War Memorial	Clr Campbell

Once two new Councillors are in post there may be some re-assignment of roles. When the Parish Council is up to full strength, back-ups may be allocated to some of the more time consuming roles. Contact details (email & phone number) will be displayed on the website at <https://www.greatsomerfordparishcouncil.co.uk/council-members/>

22/APCM/ 8.

Cheque Signatory

It was proposed by Clr Griffiths, seconded Clr A Lennox, that Clr Campbell be **appointed** as a cheque signatory on all the Parish Council's bank accounts to replace retiring Councillors Butcher & Mansfield. This was **agreed** by all.

Action: Clerk

The retiring Councillors have been removed from the bank mandate.

22/APCM/ 9.

Strategic Objectives for the Council until May 2025

The Council **decided** that the key strategic objective for the remainder of its term is to identify how the CIL (Community Infrastructure Levy) monies shall be spent and to ensure that the project(s) are agreed and committed, commenced/are underway or completed.

Action: All

22/APCM/ 10.

Public Participation at Council meetings

The Parish Council considered that the rights of the public should remain unchanged: i.e. 10 minute Open Forum session at the start of each meeting plus 3 minute for any individual to make representations about planning matters before the Council.

The Annual Parish Council meeting closed at 7.42pm.

Approved *[Signature]* Chair Date *1/6/22*