

WROUGHTON PARISH COUNCIL



PARISH COUNCIL MEETING

Minutes of the meeting held on 24 May 2021 at 7:30pm
at Legge House Conference Centre, Church Hill

Present

- Cllr J Hewer (Chair)
- Cllr L Campisano (Vice Chair)
- Cllr C Clark
- Cllr H Dosanjh
- Cllr G Overbury
- Cllr L Gough
- Cllr N Hooper
- Cllr D Hooper
- Cllr J Kemble
- Cllr J King
- Cllr D Martyn
- Cllr P Bhardwaj

Clerk Emma Freemantle
Also present Oliver Armstrong (Deputy Clerk)

FC/001 **Election of Chair for 2021/22**
Members **RESOLVED** that Cllr J Hewer be elected as Chair for the 2021/2022 municipal year unopposed.

FC/002 **Election of Vice Chair for 2021/22**
Members **RESOLVED** that Cllr L Campisano be elected as Vice Chair for the 2021/22 municipal year unopposed.

FC/003 **Apologies**
Apologies were received from Cllr D Philips.
Apologies also received from Ward Councillors, Cllr C Martyn and Cllr B Ford.

FC/004 **Declarations of Interest & Applications for Dispensation**
There were no Declarations of Interest or Applications for Dispensations required by the Code of Conduct adopted by the Parish Council on 1 July 2012.

FC/005 **Public Questions**
There were no members of the public present.

FC/006 **Minutes**
Members **RESOLVED** to approve the minutes of the Parish Council meetings held on 22 April 2021.

- FC/007** **Chairs Report**
Members **NOTED** a report of the Chair, a copy of which appears as Appendix A in the Minute Book.
- FC/008** **Ward Councillor Update**
Cllr C Martyn and Cllr B Ford submitted written reports for this meeting, a copy of which appear as Appendix B in the Minute Book.
- FC/009** **Parish Council Representatives' Report**
There were no representative reports to be received.
- FC/010** **Terms of Reference & Delegation Scheme**
Members **RESOLVED** to approve the Terms of Reference and Delegation Scheme for 2021/22, a copy of which appears as Appendix C in the Minute Book.

The Chair suspended standing orders and moved agenda item 12 forward.
- FC/011** **Election of Chair of the Planning and Highways Committee for 2021/22**
Members **RESOLVED** that Cllr D Martyn be elected as Chair of the Planning & Highways Committee for 2021/22 municipal year unopposed.
- FC/012** **Election of Vice-Chair of the Planning and Highways Committee for 2021/22**
Members **RESOLVED** that Cllr H Dosanjh be elected as Vice Chair of the Planning & Highways Committee for 2021/22 municipal year unopposed.
- FC/013** **Election of Chair of the Community Assets Committee for 2021/22**
Members **RESOLVED** that Cllr G Overbury be elected as Chair of the Community Assets Committee for 2021/2022 municipal year unopposed.
- FC/014** **Election of Vice-Chair of the Community Assets Committee for 2021/22**
Members **RESOLVED** that Cllr C Clark be elected as Vice Chair of the Community Assets Committee for 2021/2022 municipal year unopposed
- FC/015** **Election of Chair of the Open Spaces Committee for 2021/22**
Members **RESOLVED** that Cllr J King be elected as Chair of the Open Spaces for 2021/2022 municipal year unopposed
- FC/016** **Election of Vice-Chair of the Open Spaces Committee for 2021/22**
Members **RESOLVED** that Cllr N Hooper be elected as Chair of the Open Spaces for 2021/2022 municipal year unopposed
- FC/017** **Finance & General Purpose Committee 2021/22**
Members **RESOLVED** to agree two additional members for the Finance & General Purpose Committee for 2021/22.

The Finance and General Purposes Committee for 2021/2022 is made up as:

Cllr J Hewer
Cllr L Campisano
Cllr D Martyn
Cllr G Overbury
Cllr J King
Cllr H Dosanjh
Cllr C Clark

The Chair reinstated standing orders.

FC/018

Appointment of Committees

Members reviewed the committee memberships.

All present **RESOLVED** the membership of committees as attached in Appendix D, a copy of which can be found in the Minute Book.

FC/019

Appointment of Working Parties

Members reviewed the Working Party memberships.

All present **RESOLVED** to agree the membership of Working Parties as attached in Appendix E, a copy of which can be found in the Minute Book.

FC/020

Appointment of Trustees

Members reviewed the Trustee appointments with outside organisations.

Members **RESOLVED** to appoint Trustees as necessary to The Ellendune Hall Trust, Wroughton Community Asset Trust and Wroughton Community Trust.

2021/22 WPC Trustee Membership

EHT – Cllr P Bhardwaj, Cllr D Hooper and Cllr L Gough

WCAT - Cllr H Dosanjh

WCT - Cllr J Hewer, Cllr C Clark and Cllr J Kemble

FC/021

Review of Membership of Other Bodies

Members reviewed and **NOTED** the continued membership of other bodies, a copy of which can be found as Appendix F in the Minute Book.

FC/022

Representatives on Outside Bodies

Members reviewed and **RESOLVED** to approve the Council's representatives on outside bodies for 2021/22, a copy of the list appears as Appendix G in the Minute Book.

FC/023

Review of Standing Orders

Members **RESOLVED** to adopt the Standing Orders (unchanged) for 2021/22, a copy of which appears as Appendix H in the Minute Book.

FC/024 **Review of Financial Regulations**
Members **RESOLVED** to adopt the Financial Regulations (unchanged) for 2021/22, a copy of which appears as Appendix I in the Minute Book.

FC/025 **Review of Policy Documents**
Members **RESOLVED** to agree all other policy documents listed in the index, a copy of which appears as Appendix J in the Minute Book.

FC/026 **Review of the Asset Register**
Members reviewed and **NOTED** the Asset Register, a copy of which appears as Appendix K in the Minute Book.

Cllr G Overbury, Chair of the Community Assets Committee requested that the Assets Register is discussed in more detail at the next Community Assets Committee Meeting. All present agreed that more time needed to be spent understanding the contents of the report.

FC/027 **Review of Insurance**
Members **RESOLVED** to confirm that arrangements for insurance cover in respect of all insured risks is in place, a copy of which appears as Appendix L in the Minute Book.

FC/028 **Councillor Co-option**
Members **NOTED** that a notice of two casual vacancies have been issued by the Clerk on 05 May 2021. The notice period ended today on Monday 24 May 2021.

Cllr D Martyn requested that flyers are available for hand delivery to the new developments in Wroughton such as The Grange and the newly occupied homes in Wichelstowe.

The Clerk confirmed that the office will organise the relevant printing and confirm once complete.

Members **RESOLVED** to agree that advertising for new Councillor Co Option positions will begin from 25 May 2021 and interviews will take place before the Full Council meeting scheduled 19 July 2021.

The meeting closed at 8.35pm

Signed.....

Date.....

Chairman of the Council