

Cowley (& Birdlip) Parish Council

Clerk: Mrs. E. Lavington | 07941258052 | cowleypc@hotmail.co.uk

MINUTES

Minutes of the Annual Meeting of the Parish Council on Wednesday 16th May 2018 at Deer Park Guide HQ Cowley at 7.30pm.

Present: Cllrs. Julian Lavington, Liz Workman, Paul Vogel, David Metcalf, Eileen McKay, Tim Knox

1. **Apologies for absence** – None
2. **Election of Chairman & Vice Chairman** –
 - Cllr Julian Lavington was elected as Chairman having been nominated by Cllr McKay and seconded by Cllr Knox. There were no other nominations.
 - Cllr Knox was elected as Vice-Chairman having been nominated by Cllr Lavington and seconded by Cllr Metcalf. There were no other nominations.
3. **Signing of Declaration of Acceptance of Office (Chairman & Vice Chairman)** Cllr Lavington and Knox signed the declarations of office.
4. **Declarations of Interest** – none
5. **Minutes of the last meeting** - the minutes of the Annual Parish Meeting and the ordinary Parish Council meeting held on 25th April 2018 were agreed and signed.

Matters arising – The Clerk had received three quotations for the Parish Council Insurance – the Council agreed that the Zurich 3 year LTA quote, best suited the Parish needs – Clerk to arrange cover.

Informal interest as been shown by a Cowley resident for Co option to the Parish Council – this will take place at the next meeting with the deadline for applications being 25th May 2018.
5. **ANNUAL REVIEWS:**
 - a) To adopt the **Standing Orders** for the year - agreed
 - b) To adopt the **Financial Standing Orders** - agreed
 - c) To adopt the **Code of Conduct** - agreed
 - d) **Register of Members Interests** - notice of disclosure of pecuniary and other interests. Reminder that all previous Members of the Parish Council need to ensure information is up to date, and new members need to complete and return to CDC. Noted
 - e) To review the **risk assessment & asset register** for the Parish Council – agreed
6. **Speeding Issues Cowley** - It was suggested that 20 is Plenty signs may help with the problem, Cllr Knox to canvas the residents to gauge their opinion and if required would contact Cllr Lavington to arrange.
7. **Emergency Plan** – The Clerk has an Emergency plan tool kit which she will use to draft the document ready for Councillors comments and approval in the July 2018 meeting of the Council.
8. **Anti Social Behaviour** The Clerk had received an email from the Gloucestershire Wildlife Trust with a contact at Gloucestershire CC to approve the signs, it was noted that since the arrival of the mobile café at Barrow Wake the day time incidents of Anti-Social behavior had declined. Cllr Metalf confirmed this.

9. Village Signs Currently still waiting to hear regarding the part funding.

10. GDPR Councillors were asked to remove any personal data from emails they may hold – The Clerk to do the same and either archive (if necessary) or destroy any personal data held from Previous Parish Records

11. FINANCE:

- a) **GAPTC Independent Internal Audit** – The Internal auditors report was circulated.
- b) **Annual Accounts** –
 - i. To comment on the 2017/18 Parish Council accounts
 - ii. To complete the Annual Governance Statement 2017/18 – to be completed at the June meeting.
- c) **To agree wages £139.47 and Office/website expenses £45.20 and issue cheques** – agreed and issued

12. Bus Shelters & defibrillators: To note that the 3 bus shelters, defibrillators & and kiosks have been inspected since the last meeting. Clerk reported the bus shelters and defibrillators had been inspected. Cllr Vogel to check the water pooling problem at the Cowley bus shelter and report back at the next meeting.

13. To take any questions from the public - none

14. Date of next meeting – The next meeting will take place on Wednesday 13th June at Deer Park Guide HQ Cowley.

The meeting closed at 8.30pm

Signed..... Date.....