

## NETHER ALDERLEY PARISH COUNCIL

### Minutes of the Nether Alderley Parish Council Annual Meeting/AGM held at 7.15pm on Monday 18<sup>th</sup> May 2015 at Nether Alderley Parish Hall.

#### **The Clerk drew attention to the following:**

In an election year the Parish Council's AGM (also termed the Annual Meeting) must be held within 14 days of election. The final date for this meeting is 21<sup>st</sup> May. The Clerk confirmed that the meeting is being held within the required time frame.

The Clerk confirmed that, should the past Chairman not have a seat on the new Council, the Parish Council may ask that they take the Chair at the AGM and preside over the meeting until election of a new Chairman.

The Parish Council resolved to approve, and Mr. Clarke agreed, to take the Chair for the opening of the meeting

In the Chair: Mr. Clarke\*.

Parish Councillors also present: Mr. Lewis, Mrs. McKeown, Mrs. Shufflebottom and Mrs. Walker.

Present: Mrs. Langham, Clerk.

#### **1. To confirm signing of Declaration of Acceptance of Office of all Parish Councillors, further to elections on 7<sup>th</sup> May 2015.**

The Clerk confirmed that all Councillors elected as members of Nether Alderley Parish Council had signed a Declaration of Acceptance of Office in the presence of Mrs. Langham, the Clerk/Proper Officer, as witness

Namely: Mr. Colgan, Mr. Lewis, Mrs. McKeown, Mrs. Shorland, Mrs. Shufflebottom and Mrs. Walker

#### **2. To Elect a Member to the Office of Chairman of Nether Alderley Parish Council**

Mr. Clarke asked for nominations for the position of Chairman of Nether Alderley Parish Council.

***Mrs. Walker proposed and Mrs. McKeown seconded that Mrs. Shufflebottom should be appointed Chair of Nether Alderley Parish Council.***

Mrs. Shufflebottom agreed to accept the position.

***The nomination and appointment was approved by resolution of Nether Alderley Parish Council.***

Mrs. Shufflebottom signed a declaration of acceptance of Office of Chairman of Nether Alderley Parish Council.

Mrs. Shufflebottom thanked Mr. Clarke for opening the meeting and for his time and work as Chairman of Nether Alderley Parish Council. Mrs Shufflebottom assumed the Chairmanship of the meeting. \*Mr. Clarke expressed his thanks to the Parish Council and left the meeting.

**3. To receive and approve apologies for absence**

The Parish Council received apologies for absence from Mr. Colgan and Mrs. Shorland.

**4. To receive Register of Interests Forms from Elected Members of Nether Alderley Parish Council**

The Clerk confirmed statutory expectations in relation to completing and submitting Register of Interest forms and their publication on the Cheshire East and Parish websites.

The Clerk confirmed that that all Parish Council members have received paper copies of the Parish Council's asset register, Code of Conduct, Guidance to completing Register of Interest forms, Risk Assessment, Good Councillor's Guide 4<sup>th</sup> Edition, Parish Hall terms of Reference and list of courses organised by the Cheshire Association of Local Council and that copies of all other policy documents can be obtained from the Clerk. Electronic copies of Standing Orders and Financial Regulations will be e-mailed to all Councillors.

**5. To Elect a Member to the Office of Vice Chairman of Nether Alderley Parish Council**

***The Parish Council resolved to move the election of a Vice-Chair to the next Parish Council meeting to allow for consideration by all Parish Council members***

**6. To receive Declarations of Interests.**

No declarations were received

**7. To consider requests for dispensations.**

No requests for dispensations were submitted

**8. To approve of Minutes of last AGM, held on Tuesday 13<sup>th</sup> May 2014**

***The Parish Council resolved to approve that the Minutes of the last Nether Alderley Parish Council AGM, held on Tuesday 13<sup>th</sup> May 2014, are a true and accurate record.***

**9. To Elect of 4 Parish Councillors to Burial Board**

The Parish Council resolved that the following Parish Councillors should be appointed as members of the Burial Board:

Mr. Lewis, Mrs. McKeown, Mrs. Shufflebottom.

***Proposed by Mrs. Walker, seconded by Mrs. McKeown and approved by resolution of the Parish Council.***

***The Parish Council resolved to approve that a fourth member of the Burial Board should be appointed further to co-option of Parish Councillors to the two Parish Council vacancies.***

#### **10. To Elect a Chairman to the Burial Board**

The Parish Council resolved that Mr. Lewis should be appointed as Chairman of the Burial Board.

***Proposed by Mrs. Shufflebottom, seconded by Mrs. McKeown and approved by resolution of the Parish Council.***

#### **11. To Elect 3 Councillors to the Parish Hall JMC**

The Parish Council resolved that the following Parish Councillors should be appointed as members of the Parish Hall Joint Management Committee:

Mr. Colgan, Mrs Walker

***Proposed by Mrs. Shufflebottom, seconded by Mrs. McKeown and approved by resolution of the Parish Council***

***The Parish Council resolved to appoint a third member to the Parish Hall JMC at the next meeting.***

#### **12. To Elect 3 Councillors to Planning Committee**

***The Parish Council resolved to defer appointment of three members to the Planning Committee until Councillors have been co-opted to fill the two Parish Council member vacancies.***

#### **13. To confirm representative to Mere Farm Quarry Liaison Committee**

***Mrs. McKeown proposed and Mrs. Walker seconded that Mrs. Shufflebottom is appointed representative to the Mere Farm Quarry Liaison Committee.***

***The decision was approved by resolution of the Parish Council.***

#### **14. To consider and approve for action procedure for filling of Parish Council vacancies**

The Clerk confirmed that, further to the recent election, Councillors have been elected to six of the eight Parish Council member positions. The Clerk has been advised by Cheshire East Council that the Parish Council may therefore appoint two further Parish Councillors to fill the vacant positions by co-opting and that the Parish Council may decide the process of appointment. The Clerk gave details of appointment of Parish Councillors further to elections

***The Parish Council considered and resolved to approve a procedure for appointment of co-opted members to the Parish Council following both casual vacancy and vacancies further to election.***

***The Parish Council considered and resolved to approve an 'expression of interest' form to be completed by those applying to fill casual/ post-election vacancies.***

***Both were proposed by Mrs. McKeown, seconded by Mr. Lewis and approved by resolution of the Parish Council.***

The Clerk confirmed that advice was sought of the Cheshire Association of Local Councils for both documents.

***The Parish Council resolved to approve that the Parish Council vacancies are advertised on the Parish website and notice boards with a closing date of 10 days prior to the next meeting – 5<sup>th</sup> June 2015.***

***The Parish Council resolved that it would consider all applications at its meeting in June and would invite those interested to meet with the Parish Council.***

**15. To remind Councillors to return 'Return of Election Expenses' details to Cheshire East Council.**

The Clerk reminded Councillors that election expenses forms must be submitted to Cheshire East Council within 28 days of election even where no expenses were incurred.

There being no further business, the meeting was closed at 7.40 pm.

Minutes taken By: The Clerk

Minutes approved :

Signed.....