

# BLAISDON PARISH COUNCIL

Clerk to the Council: Anthony Hughes, 4 Mountain View, Ruardean, Gloucestershire, GL17 9YT  
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## Minutes of the Annual Parish Council Meeting held in Blaisdon Village Hall, Blaisdon Wednesday 15<sup>th</sup> May 2019

In attendance: Cllr. Richard Boyles  
Cllr. Stephen Foster  
Cllr. Sue Foster  
Cllr. Kristi Flint

Mr. Tony Hughes Clerk

Also present District Councillor Simon Phelps

Apologies for Absence Cllr. Stuart Gent

### 1. Health and Safety Procedure

The attention of those present was drawn to the procedures for evacuation of the premises in the event of an emergency.

### 2. Election of Chair for 2019-2020

The Clerk invited nominations for Chair of the Parish Council for the year 2019-2020

Moved by Councillor Sue Foster, seconded by Councillor Kristi Flint

#### RESOLVED

That Councillor Richard Boyles be elected Chair of the Parish Council for the year 2019 - 20 until the next Annual Meeting in May 2020.

### 3. Election of Vice-Chair

Moved by Councillor Sue Foster, seconded by Councillor Richard Boyles

#### RESOLVED

That Councillor Kristi Flint be elected Vice Chair of the Parish Council for the year 2019 - 20 until the next Annual Meeting in May 2020.

#### **4. Completion of Statutory Formalities**

##### **(a) Declarations of Acceptance of Offices of Chair and Vice Chair by Members elected**

Councillor Richard Boyles and Councillor Kristi Flint, having been duly elected, signed their Declaration of Acceptance of office as Chair and Vice Chair of the Parish Council respectively.

##### **(b) Register of Interests**

Members completed their annual Declarations of Interest form.

##### **(c) Declarations of Interests**

There were no declarations of interest for this meeting.

##### **(d) Responsible Financial Officer**

#### **RESOLVED**

That Mr A. Hughes, Parish Clerk and subsequent Post Holder, be appointed as the Parish Council's Responsible Financial Officer (RFO) pursuant to Section 151 of the Local Government Act 1972.

#### **5. Public Forum - Members of the Public**

No Members of the Public were present.

Councillor Simon Phelps, who had recently been elected as a member of Forest of Dean District Council was present as an observer and invited to speak on matters relating to his new role as District Councillor representative for the Parish. The Chair thanked Councillor Phelps for his report.

#### **6. Minutes – 6 March 2019**

#### **RESOLVED**

That the minutes of the meeting held on the 6 March 2019, be approved as a correct record and signed by the Chair.

#### **7. Clerk' Report and Correspondence**

There was no correspondence to report

#### **8. Finance**

##### **(a) Financial Update**

The Clerk reported that the balance of accounts as at 15 May 2019 was as follows:

Treasurer's Account	£ 8522.61
Business Account	£ 1770.96
<b>Total</b>	<b>£ 10293.57</b>

The precept of £2707 for the Financial Year 1 April 2019 to 31 March 2020 had been received and included in the figures.

**(b) Invoices and Payments**

The following cheques were authorised and issued

<b>Cheque No.</b>	<b>Amount</b>	<b>Drawn To</b>	<b>Purpose</b>	<b>Authorisation</b>
000487	£160.65	Community First Trading	Insurance Renewal	Parish Council Annual meeting 15 May 2019 Minute 8 (C)
000488	£ 120.00	Parish Council Web Sites	Web Site annual hosting fee 1.5.19 to 31.3.20	Parish Council Annual meeting 15 May 2019 Minute 8 (C)
000489	£ 96.00	PKF Littlejohn LLP	Audit Fee	Parish Council Annual meeting 15 May 2019 Minute 8 (C)
000490	£ 75.05	GAPTC	Membership 1.4.19 to 31.3.20	Parish Council Annual meeting 15 May 2019 Minute 8 (C)

**(c) Financial Accounts year ending 31 March 2019, audit arrangements, Annual Return**

The financial accounts for the year ending 31 March 2019 were currently being prepared and the timescale for audit arrangements, approval of annual return and Submission of AGAR Part 2 were noted.

**(d) Appointment of Internal Auditor**

**RESOLVED**

That Mrs S Fowler be appointed as the independent auditor of accounts and practices for the 2018/19 Financial Year.

- 8. Planning Application P0223/19/FUL  
Ley Park Wood, Blaisdon lane  
Prior notification of improvement of existing tracks for agricultural machinery**

**RESOLVED**

That the Parish Council have no objections to the proposal.

**9. Dates of Meetings 2019-2010**

Wednesdays at 7.30

**2019**

29 May Parish Assembly  
12 June  
10 July (Planning)  
14 August  
11 September  
16 October  
13 November (Budget preparation)  
11 December (Planning)

**2020**

15 January (Precept)  
12 February (Planning)  
11 March  
15 April (Annual Assembly @7.30 pm followed by Parish council meeting)  
13 May (Annual meeting)

Meeting commenced: 7.30 p.m.

Meeting finished: 8.00 p.m.

Signed: .....

Date: .....2019