



## **Minutes of Annual Parish Council Meeting 16th May 2017**

**Present:** Cllr. Mr J Metcalfe, Cllr. Mr J Hammond, Cllr. Mr T Butterfield, Cllr. Mr D Forrest, Cllr. Mr R Willoughby, P Rosthorn (Clerk)

**Apologies:** Co. Cllr. Mr C Wakeford, Boro. Cllr. Mr J Starkie, Cllr. Mrs L Willighan

### **Report of Outgoing Chairman**

The Vice-Chairman reported on another good year for Higham. Higham has entered the Best Kept Village competition again this year and work is underway to clean up the village in preparation; with a clean up day of Saturday 3<sup>rd</sup> June proposed. Hopefully we will rank a bit better this year.

Appreciation and thanks was expressed to Mr Michael Tetley, Ms Rachel Jefferson and Mr Richard Gadd all retiring from the Parish Council during this year. We welcome on board a new Councillor Mrs Lucy Willighan.

Margaret Ingham will continue to help with production of The Spout which is much appreciated.

We look forward to another eventful and successful year.

### **Election of Chairman**

Cllr. R. Willoughby: proposed by Cllr. Metcalfe, seconded by Cllr. Butterfield and agreed by all.

### **Election of Vice Chairman**

Cllr. J. Metcalfe: proposed by Cllr. Butterfield, seconded by Cllr. Forrest and agreed by all.

### **Election of Responsible Officer**

P A Rosthorn (clerk): Proposed by Cllr. Metcalfe, seconded by Cllr. Forrest and agreed by all.

### **To fix the Chairman's allowance in pursuance of section 15 (5) of the local government act 1972**

This was fixed at last year's rate of Nil.

### **To fix the remuneration of the Clerk and RFO in accordance with the National Agreement on pay of the National Joint Council.**

This was fixed at £250.00 per month for the current year.

### **To appoint members to serve in the under mentioned posts**

- a) Finance: Cllr. J. Metcalfe  
Cllr. J. Hammond  
Cllr. R. Willoughby

The above were proposed by Cllr. T. Butterfield, seconded by Cllr. D. Forrest and agreed by all.

**To appoint members with responsibility for the under mentioned posts:**

- a) Planning: All members of the Parish Council
- b) Grants: All members of the Parish Council
- c) Risk Assessment: Cllr. R. Willoughby
- d) Lengthsman: Cllr. J. Metcalfe
- e) Village Hall: Cllr. T. Butterfield
- f) Playground: Cllr. R. Willoughby
- g) Website: Cllr. R. Willoughby
- h) "Spout" News: Cllr. L. Willighan and Cllr. J. Metcalfe

All the above posts were proposed by Cllr. R. Willoughby, seconded by Cllr. J. Hammond and agreed by all.

**To appoint representatives to serve on the under mentioned bodies**

- a) Area Committee: Cllr. R. Willoughby
- b) Safety Committee: N/A

The above posts were proposed by Cllr. R. Willoughby, seconded by Cllr. J. Hammond and agreed by all.

**To fix the times of the ordinary meetings of the Council for the coming year:**

These were fixed at the 3<sup>rd</sup> Tuesday of the month 7.30pm until 9pm.

**To confirm the minutes of the Annual Parish Council Meeting held in 2016:**

Cllr. J. Metcalfe proposed that these were correct. This was seconded by Cllr. J. Hammond and agreed by all.

The meeting concluded at 7.35pm.