



Draft Minutes of Annual Parish Council Meeting 16th May 2023

Present: Cllr. Mr M Tetley, Cllr. Mr J Metcalfe, Cllr. Mr T Butterfield, Cllr. Mrs L Willighan, Cllr. Mrs J Meredith, Cllr. Mr R Gadd, P Rosthorn (Clerk)

Apologies: Cllr. Mr I Whittle

Absent: None

Vacancies: 1

Members of the Public Present: 2

Election of Chairman

Cllr Tetley: proposed by Cllr Butterfield, seconded by Cllr. Metcalfe and agreed by all (declaration signed)

Report of Outgoing Chairman

Robin Willoughby circulated his report prior to the meeting. Robin was thanked for all his hard work and commitment to the Parish Council. Robin offered to assist us for ongoing parish Council matters as and when needed and his offer was gratefully accepted

Vacancy Co-option

DP attended the meeting expressing an interest in being co-opted and returning to the parish Council after a short break due to work commitments. Cllr Tetley proposed co-option and all Councillors were in favour. Welcome Cllr Perrin back to Higham Parish Council (declaration signed)

Election of Vice Chairman

Cllr Perrin: proposed by Cllr Tetley, seconded by Cllr Willighan and agreed by all

To confirm the minutes of the Annual Meeting of the Council held 17th May 2022

Cllr Gadd proposed that these were correct. This was seconded by Cllr Butterfield and agreed by all

To review the representation on, or work with, external bodies and arrangements for reporting back:

- | | |
|--------------------|---|
| a) Finance | Clerk, Cllr Tetley, Cllr Perrin, Cllr Butterfield |
| b) Risk Assessment | Cllr Tetley, Cllr Whittle, Clerk |
| c) Planning | All members of the Parish Council |
| d) Grants | All members of the Parish Council |
| e) Maintenance | Cllr Gadd, Cllr Metcalfe, Cllr Perrin |
| f) Lengthsman | Cllr Metcalfe |
| g) Playground | Cllr Gadd |

- h) Village Hall Cllr Whittle
- i) Website Clerk and Cllr Whittle
- j) Spout Newsletter Cllr Meredith and Cllr Willighan
- k) LBKV Cllr Tetley and Cllr Meredith
- l) CCTV Cllr Whittle and Cllr Metcalfe
- m) Area Committee Cllr Tetley and Cllr Perrin

All the above posts were proposed and agreed by all

To fix the times and dates of the ordinary meetings of the Council for the coming year

These were fixed at the 3rd Tuesday of every month 7.00pm till 8.30pm

To fix the time and date of the next Annual Meeting of the Parish Council

To be held Tuesday 21st May 2024 6.30pm till 7.00pm

The meeting concluded at 6.56pm