



West Dean Parish Council

Parish Clerk

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The West Dean Annual Parish Council Meeting

Was held on **Monday 17 May 2021** at **7:00pm** by **Video Conference**

Notwithstanding the court ruling that Local Council meetings may not be held virtually after 06 May, as government lockdown restrictions remain in place until 21 June 2021 and physical meetings will present both a health risk (given the current pandemic) and significant additional cost in securing a suitable venue which allows social distancing and other safety measures, this meeting took place by video conference.

Present: Harry Urquhart (HU), Jane Higgins (JH), Bill Seabrook (BS), Andy Francis (AF), and Ben Rowe (BR)

Others present: Melanie Camilleri (MC) – Clerk/RFO, Cllr Richard Britton (Wiltshire Council), Cllr Debbie Hook (WTPC), and one member of the public.

- 59/21** **Councillor Acceptance of Office after elections 06 May:** the newly elected Councillors submitted their signed Declarations and took office.
- 60/21** **Election of the Chair for 2021/22:** Cllr Jane Higgins proposed Cllr Harry Urquhart. Cllr Andy Francis seconded the motion. It was resolved unanimously that Cllr. Harry Urquhart be elected Chair of the Parish Council for the ensuing municipal year. Cllr. Harry Urquhart accepted this role.
- 61/21** **Election of the Vice-chair for 2021/22:** Cllr Andy Francis proposed Cllr Jane Higgins. Cllr Bill Seabrook seconded the motion. It was resolved unanimously that Cllr. Jane Higgins be elected Vice-Chair of the Parish Council for the ensuing municipal year. Cllr. Jane Higgins accepted this role.
- 62/21** **Apologies for absence:** None
- 63/21** The **Minutes** of the Parish Council's Extraordinary General Meeting on **06 May 2021** were approved.
- 64/21** **Declaration of General Powers of Competence**
West Dean Parish Council meets the criteria for eligibility set out in a statutory instrument (LA 2011 s8 brought into force by SI 965) known as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. The General Power of Competence was declared as adopted for the current financial year.
- 65/21** **Allocate Councillor areas of responsibility**
Rec Grd and Play Park: AF and JH
Grass cutting: AF
Parish Steward/Lengthsman: AF
River Group: AF and BR
Planning: all
NDP: BS and JH
Emergency Plan: JH
SWAB/CATG: HU

WTPC Rep: HU
Parish Online: BR
Website/FB: MC

Cllr Harry Urquhart proposed Christine Warry take the role of West Dean's Footpath Warden. This was seconded by Cllr Bill Seabrook and unanimously agreed. Christine Warry who was attending the meeting accepted this role.

66/21 **Review and approve Clerk/RFO's job description and contract of employment:**
The meeting was pleased to receive M Camilleri's acceptance of the proposed new terms of her contract as the Parish Clerk & Responsible Financial Officer with effect from 01 May 2021 and welcomed her return. This will be followed up with a meeting with the Chair/Vice Chair to go through in detail the Job Description which will be subsequently ratified by the full Council.

67/21 **Next Parish Council Meeting**
The date of the next **West Dean Parish Council** will be held on **Thursday 24 June 2021** at **7:00pm** in the King George's Hall.

Being no further business, HU closed the meeting at 7:45pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING