**ASTON** **BOTTERELL, BURWARTON AND CLEOBURY NORTH PARISH COUNCIL**

Parish Clerk : Mrs.E.Reynolds, Oldfield Cottage, Oldfield, Bridgnorth Shropshire, WV16 6AQ

Telephone 01746 789257 e.mail : er@oldfieldcottage.plus.com

**At the Annual General Meeting of Aston Botterell, Burwarton and Cleobury North Parish Council, held on 3rd May, 2018**

**Present** Mrs.L.Atkinson, M/s Debbie Jones, M/s Alison Greenall, Mr.R.Jarvis M/s Jenny Heath

**Apologies**

**Election of Chairman** Mrs. Atkinson prop by Mr. Jarvis, seconded by Mrs Tindall

 Appointments a) Responsible Finance Officer The clerk

 b) Internal Auditor Vicky Turner

 Acceptance of office - the Chairman signed acceptance of Office form.

**Minutes** The Minutes of the previous meeting, having been circulated, were taken as read and signed as a correct record.

**Matters arising**  There were no matters to discuss.

**Confirmation of competence**

 a) Clerk

 b) Internal Auditor

The competence of the above were unanimously confirmed

 Confirmation of

 a) Standing Orders

 b) Financial regulation.

 The above were unanimously approved

 Adoption of Draft Protocol Councillor/Clerk Relations unanimously Adopted

 General Data Protection Regulations. Documents relating to the Legislation had been forwarded to Councillors. More information would be available at a meeting which would be held at Chetton Village Hall on 24th May

**Correspondence** All circulars, bulletins etc. had been forwarded to Councillors.

**Highways** The clerk had been informed that the Environmental Grant had been discontinued for 2018/19

 Several highway defects were reported and would be forwarded to Highways Maintenance at Bridgnorth

**Planning** Application18/00792/FUL Erection of agricultural building at Norton Farm, Norton DY14 8TF

 Councillors discussed the application and had no objections subject to there being an archaeological inspection of the site prior to a decision being made.

**Finance** Annual Audit of Accounts - Clerk explained details of the Audit In view of the timing for returns etc. a short finance meeting would be called to confirm the accounts.

 Approval for payments :

 Clerk £542.46, (salary 4 months), HMRC £69.20, Lengthsman £500.00

 Clerk annual admin.expenses £265, CNVH Rent £346

The accounts were confirmed on a proposal by Mrs.Atkinson and seconded by Mr.Jarvis

**Any Parish matters or problems to be placed on the next agenda**.

 Mrs.Christy Tindall announced that she would be retiring from the Council due to pressure of work,

**Date of next meeting** The next meeting would be held on 5th July

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**Minutes of an extra-ordinary meeting held on 13th June, 2018**

**Present** Mrs.L.Atkinson, M/s Debbie Jones, Mr.M.Steele

**Apologies** M/s A. Greenall, M/s J.Heath.

 **Finance** Audit Return The clerk presented the audited accounts following which the Audit statements were completed.

**GDPR**  The clerk said that SALC had recently organised a meeting at Chetton Village Hall to inform Councillors of their responsibilities regarding GDPR legislation for Parish Councils. Councillors agreed that the necessary documents should be published on the Parish web-site.

**Parish Matter for next agenda**

 The Chairman said she was disappointed with the attendance at Council meetings and added that after much thought, she had decided to place the future of Burwarton Parish Council as a matter for discussion at the next meeting.