

**MINUTES OF THE ANNUAL MEETING OF CHOPPINGTON PARISH COUNCIL HELD ON TUESDAY 16 MAY 2017 AT STAKEFORD AND BOMARSUND SPORT AND SOCIAL WELFARE CENTRE**

**MEMBERS PRESENT:**

Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr J Foster  
Cllr J Rowell  
Cllr P Vaughan  
Cllr L Watson

**IN ATTENDANCE:**

Mr D L Nicholson JP Parish Clerk, Ms A Brindley Assistant Parish Clerk, Mr D Iley, Finance/Administrative Officer, Cllr R Butler and one member of the public.

The Chair was taken by Cllr R Butler as the retiring Chairman of the Parish Council. Cllr Butler was a founding member of the Parish Council on its establishment in 2009 and has served the Parish Council with distinction for 8 years. Tributes to his service and leadership were warmly expressed by Cllr P Vaughan and County Councillor J Foster. Cllr Butler thanked Members for their kind expressions and for the support given to him over the last 8 years.

**C001/17      1.      ELECTION OF A CHAIRMAN FOR THE ENSUING YEAR**

The Parish Clerk reported that several nominations had been received for the position of Chairman and that all of those nominations were for Councillor P Vaughan. As the sole nominee Cllr P Vaughan was duly elected to serve as Chairman for Council year 2017/18.

Cllr R Butler invited Cllr P Vaughan to take the Chair for the remainder of the meeting. Cllr Vaughan expressed his gratitude and appreciation of the work undertaken by members of the Parish Council and others who contribute to life in Choppington.

**C002/17      2.      TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Parish Clerk presented the Declaration of Acceptance of Office, which was duly signed by the Chairman and received by the meeting.

**C003/17 3. THOSE ATTENDING AND APOLOGIES FOR ABSENCE**

Those members recorded above were present at the meeting. The Parish Clerk confirmed that all of those present had been elected to serve for the period 2017 to 2021. Cllr A Barrell was also elected, but was not in attendance, having submitted apologies as she was on holiday. Members accepted this as a proper reason for absence.

The Parish Clerk reported that all councillors have completed their Declaration of Acceptance of Office in his presence.

**C004/17 4. MEMBER'S DECLARATION OF INTEREST**

None declared.

**C005/17 5. THE ELECTION OF A VICE-CHAIRMAN FOR THE ENSUING YEAR**

The Parish Clerk advised members that a sole nomination had been received for the position of Vice Chairman. That nomination was for Councillor A Barrell, who was duly elected to serve as Vice Chairman for council year 2017/18.

**C006/17 6. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

Members appointed Cllr A Barrell the Vice Chairman of the Council to the executive of the Northumberland Association of Local Councils. The Parish Clerk was appointed as the Parish Council's representative to the National Association of Councillors and Councillor G Huntley was appointed as the Parish Council's link member for the Choppington Disability Group.

Members further agreed that consideration of representation to other bodies be made by the Parish Council at future meetings as required. Members delegated authority to the Parish Clerk, in consultation with the Chairman and Vice Chairman, to arrange Parish Council representation to other bodies if required outside of the meetings cycle.

**C007/17 7. TO APPOINT COMMITTEES AND SUB-COMMITTEES**

Members considered that all newly elected members should be given the opportunity to serve on all committees to gain an early appreciation of the work of the Parish Council and agreed the following committee memberships:

**Committee  
Membership**

**Allotment Committee**

Cllr A Barrell  
Cllr J Foster  
Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr J Rowell  
Cllr P Vaughan  
Cllr L Watson

**Committee  
Membership**

**Community and Environment Committee**

Cllr A Barrell  
Cllr J Foster  
Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr J Rowell  
Cllr P Vaughan  
Cllr L Watson

**Committee  
Membership**

**Finance Committee**

Cllr A Barrell  
Cllr J Foster  
Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr J Rowell  
Cllr P Vaughan  
Cllr L Watson

**Committee  
Membership**

**Planning Committee**

Cllr A Barrell  
Cllr J Foster  
Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr J Rowell  
Cllr P Vaughan  
Cllr L Watson

**Committee  
Membership**

**Staffing and Policy Development Committee**

Cllr A Barrell  
Cllr J Foster  
Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr J Rowell

Cllr P Vaughan  
Cllr L Watson

**C008/17      8.      Co-option to the Parish Council**

Members considered the particular skills and community experience required to add strength to the Parish Council.

**RESOLVED: Members delegated the responsibility for preparing a shortlist of potential candidates to the Parish Clerk in consultation with the Chairman and Vice Chairman of the Parish Council.**

**C009/17      9.      Parish Councillor Training and Induction Programme**

The Parish Clerk highlighted the responsibilities of the elected members in relation to governance, finance, employment, service delivery and community engagement, suggesting training should be delivered through a range of providers that would include; The National Association of Local Councils, the National Association of Councillors, Northumberland County Council, The Parish Clerk stated that it was particularly important for members to be given the opportunity to benefit from best practice authorities within the sector.

**RESOLVED:**

- 1. Members requested induction training be delivered over several months and its effectiveness assessed in terms of learning, team building and networking.**
- 2. The meeting agreed that members should engage with NALC and NAC training to enable learning opportunities from best practice authorities and agencies.**
- 3. It was agreed that the following members should form a working group to guide the development of members training:**

**Cllr A Barrell  
Cllr K Grimes  
Cllr J Rowell  
Cllr P Vaughan  
Cllr L Watson**

**C010/17      10.      Cycle of Meetings**

**RESOLVED: Member instructed the Parish Clerk to prepare a quarterly schedule for the Parish Council to conduct its business.**

At the conclusion of this item the meeting closed at 19.40.

**Signed by the Chairman:**

**Dated:**