

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 29th MAY 2013 at 7.30.p.m. AT THE "ARKWRIGHT" PARISH HALL

PRESENT:- Councillors Banks Biggin (Chairman)
Mrs. Brocklehurst Bull
Holden Horrobin
Ms. Morral Rhodes
Stevenson

Councillor Biggin welcomed everyone to the meeting.

1. **DECLARATIONS OF INTEREST** – None
2. **ELECTION OF CHAIRMAN :-**

Councillor Biggin - proposed Cllr. Banks
- seconded Cllr. Rhodes
unanimously agreed.

Cllr. Biggin thanked the Councillors for electing him as Chairman.
Declaration of Acceptance of Office to be signed..

3. **ELECTION OF VICE-CHAIRMAN:-**

Councillor Horrobin - proposed Cllr. Rhodes
- seconded Cllr. Bull
unanimously agreed.

Declaration of Acceptance of Office to be signed.

4. **APOLOGIES:-** Cllr. Massey
5. **APPOINTMENT OF COMMITTEES:-**

- a) **REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL COMMUNITY CENTRE TRUST**

Councillor Massey - proposed Cllr. Stevenson
- seconded Cllr. Bull
agreed unanimously

As no further nominations were forthcoming Cllr. Biggin who is a Trustee representing the Church agreed to continue as a holding measure until a suitable nominee is brought forward - agreed unanimously.

- b) **FINANCE ADVISORY GROUP :-** Cllrs. Massey and Stevenson and the Clerk
proposed Cllr. Biggin
seconded Cllr. Bull
agreed unanimously

- c) **POTTERELL CHARITY:-** Cllrs. Massey and Ms. Morral – proposed Cllr. Biggin, seconded Cllr. Holden - agreed unanimously.

- d) **SAFER NEIGHBOURHOOD TEAM (POLICE)** Cllr. Rhodes – proposed Cllr. Biggin, seconded Cllr. Stevenson – agreed unanimously.

e) **PARISH TREE WARDEN**:- Cllr. Rhodes – proposed Cllr. Biggin, seconded Cllr. Stevenson - agreed unanimously.

f) **PARISH FOOTPATH'S OFFICER** – Cllr. Biggin proposed Cllr. Stevenson, seconded Cllr. Banks – unanimously agreed.
Annual Footpath Walk – **Tuesday 23 July 2013** leaving the “Arkwright” Parish Hall at 7.p.m.

6. DATES, TIMES AND PLACE OF MEETINGS FOR THE YEAR

Meetings to be held at the “Arkwright” Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. – 26 June, 31 July, 28 August, 25 September, 30 October and 27 November 2013 and 29 January, 26 February, 26 March and 30 April 2014.

The meeting closed at 7.25.p.m. and was agreed the Parish Council Meeting should follow immediately.

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 28th MAY 2014 at 7.15.p.m. AT THE "ARKWRIGHT" PARISH HALL

PRESENT:- Councillors Banks Biggin (Chairman)
Mrs. Brocklehurst Bull
Holden Horrobin
Ms. Morral Rhodes
Roberts

Councillor Biggin welcomed everyone to the meeting.

1. DECLARATIONS OF INTEREST – None

2. ELECTION OF CHAIRMAN :-

Councillor Biggin - proposed Cllr. Rhodes
- seconded Cllr. Bull
unanimously agreed.

Cllr. Biggin thanked the Councillors for electing him as Chairman.
Declaration of Acceptance of Office to be signed..

3. ELECTION OF VICE-CHAIRMAN:-

Councillor Roberts - proposed Cllr. Horrobin
- seconded Cllr. Banks

Cllr. Roberts thanked the Councillors for the nomination but stated he is a new Councillor, still learning the ropes and declined the nomination. Further nomination –
Cllr. Massey - proposed Cllr. Rhodes
- seconded Cllr. Holden
unanimously agreed.

Declaration of Acceptance of Office to be signed.

4. APOLOGIES:- Cllr. Massey, P.C. N. Hopwell, PCSO J. Midgley and R. Brien

5. APPOINTMENT OF COMMITTEES:-

a) REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL COMMUNITY CENTRE TRUST

Councillor Massey - proposed Cllr. Biggin
- seconded Cllr. Rhodes
agreed unanimously

As no further nominations were forthcoming Cllr. Bull volunteered as from August 2014 and Cllr. Roberts expressed an interest – agreed unanimously
Cllr. Biggin is a Trustee representing the Church..

b) FINANCE ADVISORY GROUP :- Cllrs. Massey and Roberts and the Clerk
proposed Cllr. Biggin
seconded Cllr. Bull
agreed unanimously

- c) **POTTERELL CHARITY**:- Cllrs. Massey and Ms. Morral – proposed Cllr. Biggin, seconded Cllr. Holden - agreed unanimously.
- d) **SAFER NEIGHBOURHOOD TEAM (POLICE)** Cllr. Rhodes – proposed Cllr. Biggin, seconded Cllr. Bull – agreed unanimously.
- e) **PARISH TREE WARDEN**:- Cllr. Rhodes – proposed Cllr. Biggin, seconded Cllr. Roberts - agreed unanimously.
- f) **PARISH FOOTPATH’S OFFICER** – Cllr. Biggin proposed Cllr. Bull, seconded Cllr. Banks – unanimously agreed.
Annual Footpath Walk – **Wednesday 16 July 2014** leaving the “Arkwright” Parish Hall at 7.p.m.
- g) **Mellors Lane Park Inspection Organiser** – Ron Brien had given notice that he will be retiring from this position at the end of June. The Clerk was willing to draw up a rota and deliver the blank inspection sheets for the inspectors upon receipt from Ron. This was accepted by the Council and the two Inspectors present at the meeting. Clerk to notify Ron Brien accordingly and to thank him for his help in the past.

6. DATES, TIMES AND PLACE OF MEETINGS FOR THE YEAR

Meetings to be held at the “Arkwright” Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. – 25 June, 30 July, 27 August, 24 September, 29 October and 26 November 2014 and 28 January, 25 February, 25 March and 29 April 2015.

The meeting closed at 7.30.p.m.

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 18th MAY 2015 at 7.00.p.m. AT THE "ARKWRIGHT" PARISH HALL

PRESENT:- Councillors Banks Mrs. Brocklehurst
Kennedy Massey
Rhodes

Richard Biggin welcomed everyone to the meeting including the Clerk

1. **APOLOGIES** – N. Bull
2. **COMPLETION OF DECLARATION OF OFFICE:-** completed
3. **ELECTION OF CHAIRMAN :-**

Councillor Massey - proposed Cllr. Banks
- seconded Cllr. Rhodes
unanimously agreed.

Cllr. Massey completed the Declaration of Office, thanked the Councillors for electing him as Chairman and thanked Cllrs. Biggin, Bull, Morral and Roberts for all their past efforts. They had not stood for re-election at the recent election.

4. **NEW MEMBERS INTERESTS FORMS** – circulated prior to the meeting.
unanimously agreed to adopt.
5. **CO-OPTION TO FILL COUNCILLOR VACANCIES:-**

Paul Roberts - proposed Cllr. Rhodes
- seconded Cllr. Kennedy
Norman Bull - proposed Cllr. Rhodes
- seconded Cllr. Kennedy
Glenys Briggs upon retirement
as Clerk - proposed Cllr. Rhodes
- seconded Cllr. Kennedy

6. **ELECTION OF VICE-CHAIRMAN:-**

Councillor Roberts - proposed Cllr. Brocklehurst
- seconded Cllr. Rhodes

Cllr. Roberts thanked the Councillors for the nomination but declined.
Further nomination -Cllr. Kennedy - proposed Cllr. Banks
- seconded Cllr. Rhodes
unanimously agreed.

Declaration of Acceptance of Office signed.

7. **APOLOGIES:-** Cllr. Bull

8. **APPOINTMENT OF COMMITTEES:-**

a) **REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL COMMUNITY CENTRE TRUST**

Councillor Massey - proposed Cllr. Mrs. Brocklehurst
- seconded Cllr. Banks
- unanimously agreed

b) FINANCE ADVISORY GROUP :- Cllrs. Massey and Roberts and the Clerk

- proposed Cllr. Rhodes
- seconded Cllr. Banks
- unanimously agreed

Signatories to RBS and NatWest – Cllrs. Mrs. Brocklehurst, Massey, Kennedy, Rhodes and Robert - unanimously agreed

c) POTTERELL CHARITY:- Cllrs. Massey and Ms. Morral

- proposed Cllr. Roberts
- seconded Cllr. Banks
- unanimously agreed.

d) SAFER NEIGHBOURHOOD TEAM (POLICE) Cllr. Rhodes

- proposed Cllr. Mrs. Brocklehurst
- seconded Cllr. Banks
- unanimously agreed.

e) PARISH TREE WARDEN:- Cllr. Rhodes

- proposed Cllr. Banks
- seconded Cllr. Roberts
- unanimously agreed.

f) PARISH FOOTPATH'S OFFICER – Richard Biggin to act on behalf of the Parish Council and covered by the P.C. insurance

- proposed Cllr. Roberts,
- seconded Cllr. Banks
- unanimously agreed.

Annual Footpath Walk – **Wednesday 8 July 2015** leaving the “Arkwright” Parish Hall at 7.p.m.

9. DATES, TIMES AND PLACE OF MEETINGS FOR THE YEAR

Meetings to be held at the “Arkwright” Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. – 24 June, 29 July, 26 August, 30 September, 28 October and 25 November 2015 and 27 January, 24 February, 30 March and 27 April 2016.

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON FRIDAY 20th MAY 2016 at 7.20.p.m. AT THE “ARKWRIGHT” PARISH HALL

PRESENT: - Councillors Mrs Briggs, Mrs Gruber, Kennedy, Massey and Roberts. The Clerk (Mrs Hannah Owen) and two members of the public.

Cllr Massey welcomed everyone to the meeting including the Clerk

1. APOLOGIES – N. Bull and M Rhodes

2. ELECTION OF CHAIRMAN: - Councillor Massey - proposed Cllr Roberts - seconded Cllr. Mrs Gruber, unanimously agreed. Cllr. Massey thanked the Councillors for electing him as Chairman.

3. NEW MEMBERS INTERESTS FORMS – Continue to use the current new members interest forms.

4. CO-OPTION TO FILL COUNCILLOR VACANCIES:- There are currently three Councillor vacancies and the Parish Council will continue to advertise the vacancies.

5. ELECTION OF VICE-CHAIRMAN:-

Councillor Kennedy- proposed Cllr Roberts, Seconded Cllr Mrs. Gruber, unanimously agreed.

6. APPOINTMENT OF COMMITTEES:-

a) REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL

COMMUNITY CENTRE TRUST: - Councillor Massey - proposed Cllr. Mrs. Gruber - seconded Cllr. Briggs - unanimously agreed

b) FINANCE ADVISORY GROUP: - Cllrs. Massey and Roberts and the Clerk - proposed Cllr. Kennedy - seconded Cllr. Mrs. Gruber- unanimously agreed Signatories to RBS, NatWest, Barclays, Unity Trust, Lloyds and HSBC – Cllrs. Mrs. Briggs, Massey, Kennedy, Rhodes and Robert - unanimously agreed.

c) POTTERELL CHARITY: - Cllrs Massey and Ms.Morrall - proposed Cllr. Roberts - seconded Cllr. Mrs. Briggs- unanimously agreed.

d) SAFER NEIGHBOURHOOD TEAM (POLICE) Cllr. Rhodes - proposed Cllr Massey - seconded Cllr. Mrs Briggs - unanimously agreed.

e) PARISH TREE WARDEN: - Cllr. Rhodes - proposed Cllr. Massey - seconded Cllr. Roberts- unanimously agreed.

f) PARISH FOOTPATH’S OFFICER – Richard Biggin to act on behalf of the Parish Council and covered by the P.C. insurance - proposed Cllr. Massey - seconded Cllr. Roberts - unanimously agreed.

7. DATES, TIMES AND PLACE OF MEETINGS FOR THE YEAR Meetings to be held at

the “Arkwright” Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. – 29 June, 27 July, 31 August, 28 September, 26 October and 30 November 2016 and 25 January, 22 February, 29 March and 26 April 2017.

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 24th MAY 2017 at 7.20.p.m. AT THE “ARKWRIGHT” PARISH HALL

PRESENT: - Councillors Barker, Mrs Briggs, Bradshaw, Bull, Bullas, Kennedy, Massey, Rhodes and Roberts and the Clerk (Mrs Hannah Owen)

Cllr Massey welcomed everyone to the meeting.

1. APOLOGIES – None received.

2. ELECTION OF CHAIRMAN: - Councillor Massey - proposed Cllr Kennedy - seconded Cllr. Rhodes, all unanimously agreed. Cllr. Massey thanked the Councillors for electing him as Chairman.

3. ELECTION OF VICE-CHAIRMAN:-

Councillor Kennedy- proposed Cllr Roberts, Seconded Cllr Bradshaw, all unanimously agreed.

4. APPOINTMENT OF COMMITTEES:-

a) REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL

COMMUNITY CENTRE TRUST: - Councillor Massey - proposed Cllr. Bull - seconded Cllr. Roberts - all unanimously agreed

b) FINANCE ADVISORY GROUP: - Cllrs. Bradshaw, Cllr Roberts and the Clerk - proposed the finance advisory group remains the same as 2016-17. Signatories remain as Cllr Briggs, Cllr Kennedy, Cllr Massey, Cllr Rhodes and Cllr Roberts. All unanimously agreed.

c) POTTERELL CHARITY: - Cllrs Massey and Ms.Morrall - proposed Cllr. Rhodes - seconded Cllr. Roberts- all unanimously agreed.

d) SAFER NEIGHBOURHOOD TEAM (POLICE) Cllr. Rhodes - proposed Cllr Roberts - seconded Cllr. Barker – all unanimously agreed.

e) PARISH TREE WARDEN: - Cllr. Rhodes - proposed Cllr. Barker - seconded Cllr. Roberts- all unanimously agreed.

f) PARISH FOOTPATH’S OFFICER – Richard Biggin to continue to act on behalf of the Parish Council and covered by the P.C. insurance - proposed Cllr. Roberts - seconded Cllr. Bradshaw - all unanimously agreed.

7. DATES, TIMES AND PLACE OF MEETINGS FOR THE YEAR Meetings to be held at the “Arkwright” Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. – 28 June, 26 July, 30 August, 27 September, 25 October and 29 November 2017 and 31 January, 28 February, 28 March and 25 April 2018.

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 23rd MAY 2018 at 7.20.p.m. AT THE "ARKWRIGHT" PARISH HALL

PRESENT: - Councillors Barker, Mrs Briggs, Bradshaw, Bullas, Kennedy, Massey, Rhodes and Roberts and the Clerk (Mrs Hannah Owen)

Cllr Massey welcomed everyone to the meeting.

1. APOLOGIES – Cllr Bull.

2. ELECTION OF CHAIRMAN: - Councillor Massey - proposed Cllr Rhodes - seconded Cllr. Cruickshank, all unanimously agreed. Cllr. Massey thanked the Councillors for electing him as Chairman.

3. ELECTION OF VICE-CHAIRMAN:-

Councillor Kennedy- proposed Cllr Roberts, Seconded Cllr Bullas, all unanimously agreed.

4. APPOINTMENT OF COMMITTEES:-

a) REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL

COMMUNITY CENTRE TRUST: - Councillor Massey and Councillor Rhodes - proposed Cllr. Roberts - seconded Cllr. Cruickshank - all unanimously agreed

b) FINANCE ADVISORY GROUP: - Cllrs. Massey, Cllr Roberts and the Clerk - proposed by Cllr Bradshaw, seconded by Cllr Mrs Briggs, the finance advisory group remains the same as 2017-18. Signatories remain as Cllr Briggs, Cllr Kennedy, Cllr Massey, Cllr Rhodes and Cllr Roberts. All unanimously agreed.

c) POTTERELL CHARITY: - Cllrs Massey and Ms.Morrall - proposed Cllr. Rhodes - seconded Cllr. Roberts- all unanimously agreed.

d) SAFER NEIGHBOURHOOD TEAM (POLICE) Cllr. Rhodes - proposed Cllr Roberts - seconded Cllr. Barker – all unanimously agreed.

e) PARISH TREE WARDEN: - Cllr. Rhodes - proposed Cllr. Barker - seconded Cllr. Mrs Briggs- all unanimously agreed.

f) PARISH FOOTPATH'S OFFICER – Richard Biggin has agreed to continue to act on behalf of the Parish Council and covered by the P.C. insurance, Richard has requested a councillor shadow him for the next 12 months as he wishes to step down next year. Cllr Bullas has agreed to do this - proposed Cllr. Cruickshank - seconded Cllr. Barker - all unanimously agreed.

7. DATES, TIMES AND PLACE OF MEETINGS FOR THE YEAR Meetings to be held at the "Arkwright" Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. – **2018** 27 June, 25 July, 29 August, 26 September, 31 October, 28 November

2019 30 January, 27 February, 27 March, 24 April

MINUTES OF THE HOLBROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON WEDNESDAY 15th MAY 2019 at 7.20.p.m. AT THE “ARKWRIGHT” PARISH HALL

PRESENT: - Councillors Barker, Bradshaw, Bullas, Cruickshank, Kennedy, Massey, and Roberts and the Clerk (Mrs Hannah Owen). There were 2 members of the public.

Cllr Massey welcomed everyone to the meeting.

1. Apologies – Cllr Rhodes

2. Completion of declaration of acceptance of office forms.

3. Election of Chairman: - Councillor Massey - proposed Cllr Roberts - seconded Cllr. Bullas, unanimously agreed. Cllr. Massey thanked the Councillors for electing him as Chairman.

4. To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council’s Code of Conduct. (Interests that become apparent at a later stage in the proceedings may be declared at that time.) Councillors were sent the form in advance of the meeting and will return the form to the clerk if they have any amendments to their existing forms.

5. Co-option to fill councillor vacancies

Cllr Massey proposed to Co-opt Mrs Glenys Briggs back onto the Council. This was seconded by Cllr Cruickshank, unanimously agreed. Mrs Briggs signed the declaration of acceptance of office form.

6. Election of Vice Chairman:-

Councillor Kennedy- proposed Cllr Bradshaw, Seconded Cllr Bullas, unanimously agreed.

7. Approve minutes of the Annual Meeting of Holbrook Parish Council 2018

The minutes had been approved for accuracy at the June 2018 meeting. The minutes were accepted as read.

8. Appointment of committees:-

a) REPRESENTATIVES TO THE HOLBROOK ARKWRIGHT VILLAGE HALL

COMMUNITY CENTRE TRUST: - Councillor Massey and Councillor Rhodes - proposed Cllr. Roberts - seconded Cllr. Barker - all unanimously agreed

b) FINANCE ADVISORY GROUP: - Cllrs. Massey, Cllr Roberts and the Clerk - proposed by Cllr Bradshaw, seconded by Cllr Cruickshank, the finance advisory group remains the same as 2018-19. Signatories remain as Cllr Briggs, Cllr Kennedy, Cllr Massey, Cllr Rhodes and Cllr Roberts. All unanimously agreed.

c) POTTERELL CHARITY: - Cllrs Massey and Ms.Morrall - proposed Cllr. Roberts - seconded Cllr. Bullas- all unanimously agreed.

d) SAFER NEIGHBOURHOOD TEAM (POLICE) Cllr. Rhodes - proposed Cllr Roberts - seconded Cllr. Bullas – all unanimously agreed.

e) PARISH TREE WARDEN: - Cllr. Rhodes - proposed Cllr. Roberts - seconded Cllr. Mrs Kennedy- all unanimously agreed. It was agreed that as the role is quite substantial, other members would assist the tree warden when required. It was also agreed that any contentious or significant tree work applications would be discussed by the full Council. It was also agreed that the Parish Tree Warden would liaise with the Green Team to encourage and promote suitable tree planting,

The Clerk circulated her drafted Tree Warden Job specification. It was RESOLVED to look at adding TPO's to some trees in the Parish that don't have one and to create a Holbrook Parish Council Tree Policy. This will be circulated in advance of the June 2019 meeting. It was also RESOLVED to contact AVBC and confirm that the pre 1975 TPO's have been transferred onto AVBC's list of TPO's.

f) PARISH FOOTPATH'S OFFICER – Cllr Bullas – proposed Cllr Bradshaw – seconded Cllr Kennedy. The job specification draft was circulated. Richard Biggin said that having worked as Footpath Officer for many years, the following should be added. Instead of report any issues to DCC, it should also be to Liaise and report. Richard also advised that the PC have sponsored the Autumn walks that take place. It was agreed to honour this for 2019, but the Council will discuss again later this year. It was agreed that if the PC continue, the footpath officer will not be required to organise the walk.

Cllr Cruickshank thanked Richard Biggin for all his many years of hard work as HPC Footpath Officer. All the Councillors agreed.

9. Dates, times and places of Holbrook Parish Council Meetings 2019/2020

Meetings to be held at the Arkwright Parish Hall, on the last Wednesday of each month except December at 7.15.p.m. It was RESOLVED to move the July meeting to Wednesday 24th July 2019.