

**Minutes of Annual Meeting of Biddenham Parish Council held on Wednesday 9<sup>th</sup> May 2018 held at The Pavilion, Deep Spinney, Biddenham.**

**Present:** Peter Chase - Chairman, Graham Bates, Jon Gambold, Alan Jacobs, Krzys Osuch, Terry Platt, Joe Warren, Chris Gee Francia Slade and the Acting Clerk (Mrs Lyn Lyman). In addition, there were XXX members of the public.

**In Attendance:** Borough Cllr Roger Rigby.

- 1. Election of Chairman**
- 2. Declaration of acceptance of office**
- 3. Apologies for Absence:**  
Apologies were received from Alison Southern.
- 4. Declarations of interest:**  
No declarations were made.
- 5. To approve the minutes of the meeting held on Wednesday 11<sup>th</sup> April 2018**  
The Minutes were accepted and duly signed.
- 6. Matters Arising from Minutes**  
The written report which had been circulated by email was discussed.
- 7. Public Open Session**
- 8. To allocate areas of responsibility within the Parish Council as follows:**  
Election of Vice-Chairman  
Town & Parish Network representative  
Play area inspections (weekly visual inspections)  
Street furniture (report any issues to the Clerk)  
Notice boards (updated weekly) x 2 volunteers required  
Website  
Borough Highways representative  
Planning sub-committee groups  
Accounts – review of parish council accounts  
GDPR
- 9. Planning**  
**NEW APPLICATIONS - any comments please put here for me to action if necessary**  
  
The report was noted
- 10. Clerk's report**  
The report was noted  
  
**Tennis club – action regarding giving code to the building**  
  
**Bulk waste collection** dates 12<sup>th</sup> and 13<sup>th</sup> May – full details on website.

There are no other matters for consideration.

#### **11. Financial Matters**

##### **Accounts for approval –**

(i) **It was resolved** to approve the accounts for payment which had been circulated previously including any accounts approved since date of last meeting

(ii) Annual Insurance Premium – due 1<sup>st</sup> June – parish council has signed a 3 year LTA agreement – this is item is to be minuted to give approval for the Clerk to pay the premium due before the June meeting. This will include increased level of cover for rebuild costs following last year's survey and 5 year projected costs provided by Kirkby Diamond surveyors.

#### **12. GDPR – model policies**

To adopt these polices – these can be revised at a later date .....

#### **13. Matters in progress**

Written report circulated to all members by email. Chairman will work through list and remove any items now finished and all members can provide updates where required.

#### **14. Parish Concerns:**

#### **15. Date of Next meeting:**

Wednesday 13<sup>th</sup> June 2018

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Approved by Chairman 13<sup>th</sup> June 2018