

# SHRIVENHAM PARISH COUNCIL

Minutes of Annual meeting held on Wednesday 7<sup>th</sup> May 2025 at 7pm

## In the Vic Day Hall at the Memorial Hall

**Present:** Cllr Bob Sheldon, Chair (RS), Cllr Richard Bartle (RB), Cllr Lucy Brown (LB), Cllr Simon Howell (SH), Cllr Julia Jones (JJ), Cllr Elaine Ware (EW), Cllr Bjorn Watson (BW), Cllr Claire Winfield (CW), Cllr Nathan Woodhouse (NW)

**In Attendance:** Julia Evans

**County Councillor:**

**District Councillors:** Cllr Katherine Foxhall

**Public:** 4 Members of the public

25/101	<b>APPOINTMENT OF CHAIR OF COUNCIL</b> Cllr Sheldon was nominated. Proposed Cllr Sheldon, Seconded Cllr Ware. RESOLVED. The Chair signed the declaration of acceptance of office.	
25/102	<b>APPOINTMENT OF VICE-CHAIR OF COUNCIL</b> Cllr Brown was nominated. Proposed Cllr Ware, Seconded Cllr Bartle. RESOLVED. The Vice-Chair signed the declaration of acceptance of office.	
25/103	<b>APPOINTMENT OF AN ORGANISATION AND FINANCE WORKING GROUP</b> Cllr Winfield felt that the group was unnecessary. Cllr Bartle proposed appointment of the working group. Cllr Ware seconded. 8 votes in favour, 1 against. RESOLVED.	
25/104	<b>APPOINTMENT OF MEMBERS OF THE ORGANISATION AND FINANCE WORKING GROUP (5 MEMBERS)</b> Cllrs Winfield, Sheldon, Watson, Brown, Bartle, Jones applied to join the group. Voting was as follows: Cllr Winfield – proposed Cllr Winfield. No seconder. Not carried. Cllr Sheldon – proposed Cllr Sheldon, seconded Cllr Bartle. RESOLVED. Cllr Watson – proposed Cllr Sheldon, seconded Cllr Jones. 8 votes in favour, 1 against. RESOLVED. Cllr Brown – proposed Cllr Sheldon, seconded Cllr Woodhouse. RESOLVED. Cllr Bartle – proposed Cllr Sheldon, seconded Cllr Ware. 8 votes in favour. 1 against. RESOLVED. Cllr Jones – proposed Cllr Sheldon, seconded Cllr Woodhouse. 8 votes in favour, 1 against. RESOLVED.	
25/105	<b>APPOINTMENT OF MEMBERS OF THE PERSONNEL COMMITTEE (4 MEMBERS)</b> Cllrs Sheldon, Brown, Jones and Watson were nominated. All nominees were proposed by Cllr Sheldon and seconded by Cllr Ware. 8 votes in favour, 1 against. RESOLVED.  Cllr Winfield expressed concern that the committee was too small. Cllr Brown explained that the size of the committee was limited due to the confidential matters it considered.	
25/106	<b>APPOINTMENT OF MEMBERS OF THE DISCIPLINARY AND GRIEVANCE COMMITTEE (4 MEMBERS)</b> Cllrs Sheldon, Brown, Watson and Jones were nominated. All nominees were proposed by Cllr Sheldon and seconded by Cllr Bartle. 8 votes in favour, 1 against. RESOLVED.	

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<b>25/107</b>	<p><b>APPOINTMENT OF MEMBERS OF THE PLANNING COMMITTEE (6 MEMBERS)</b>  Cllr Sheldon explained the need for a planning committee. Cllrs Bartle, Ware, Sheldon, Watson, Brown and Jones were nominated.  Voting was as follows:  Cllr Bartle – proposed Cllr Sheldon, seconded Cllr Ware. RESOLVED  Cllr Ware – proposed Cllr Ware, seconded Cllr Jones. RESOLVED  Cllr Sheldon – proposed Cllr Sheldon, seconded Cllr Watson. RESOLVED  Cllr Watson – proposed Cllr Bartle, seconded Cllr Sheldon. RESOLVED  Cllr Jones – proposed Cllr Watson, seconded Cllr Brown. RESOLVED  Cllr Brown – proposed Cllr Sheldon, seconded Cllr Jones. RESOLVED.</p> <p>Cllr Watson thanked Cllr Jones for her work as chair of the planning committee since January 2021.</p>	
<b>25/108</b>	<p><b>APPOINTMENT OF CHAIR AS MEMBER WITH RESPONSIBILITY FOR FINANCE.</b>  Proposed Cllr Bartle, seconded Cllr Jones. 8 votes in favour, 1 abstention. RESOLVED.</p>	
<b>25/109</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR THE ENVIRONMENT</b>  Cllr Watson was nominated. Proposed Cllr Sheldon, Seconded Cllr Brown. RESOLVED.</p>	
<b>25/110</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR PUBLIC TRANSPORT.</b>  Deferred.</p>	<b>Clerk (June agenda)</b>
<b>25/111</b>	<p><b>APPOINTMENT OF DEFIBRILLATOR GUARDIAN</b>  Mr Lloyd agreed to continue in this role. He was thanked for his work over the last year.</p>	
<b>25/112</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR EMERGENCY PLANNING</b>  Deferred.</p>	<b>Clerk (June agenda)</b>
<b>25/113</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR SPEEDWATCH AND NEIGHBOURHOOD ACTION GROUP</b>  Cllr Pearson was nominated. Proposed Cllr Sheldon, Seconded Cllr Brown. RESOLVED.</p>	
<b>25/114</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR ALLOTMENTS</b>  Cllr Woodhouse was nominated. Proposed Cllr Sheldon, Seconded Cllr Bartle. RESOLVED.</p>	
<b>25/115</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR CLIMATE EMERGENCY</b>  Cllr Watson was nominated. Proposed Cllr Sheldon, Seconded Cllr Brown. RESOLVED.</p>	
<b>25/116</b>	<p><b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR SCHOOL LIAISON</b></p>	

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	Cllr Jones nominated. Proposed Cllr Woodhouse, seconded Cllr Ware. RESOLVED.	
<b>25/117</b>	<b>APPOINTMENT OF MEMBER WITH RESPONSIBILITY FOR SOCIAL MEDIA</b> Cllr Brown was nominated. Proposed Cllr Sheldon, Seconded Cllr Bartle. RESOLVED. It was noted that there were no plans to appoint members with responsibility for health or sport as there were already links with these bodies. As there had been no activity on business liaison in recent years it had been agreed not to appoint a member to this responsibility.	
<b>25/118</b>	<b>INTERNAL AUDIT REPORT 2024/25</b> The report was presented and accepted. It was noted that the internal auditor was retiring. Cllr Bartle proposed a vote of thanks to the office staff for a successful audit. Cllr Sheldon seconded.	
<b>25/119</b>	<b>ANNUAL GOVERNANCE STATEMENT</b> Presented. Cllr Sheldon proposed approval. Cllr Brown seconded. 8 votes in favour, 1 abstention. RESOLVED. The Annual Governance Statement was signed.	
<b>25/120</b>	<b>ANNUAL ACCOUNTING STATEMENT</b> Presented. Cllr Howell proposed approval. Cllr Sheldon seconded. 8 votes in favour, 1 abstention. RESOLVED. The Annual Accounting Statement was signed.	
<b>25/121</b>	<b>NOTICE OF PUBLIC RIGHTS</b> The standard dates were proposed. Proposed Cllr Sheldon, seconded Cllr Brown. RESOLVED.	
<b>25/122</b>	<b>INSURANCE POLICY</b> The policy and the Long Term Agreement were presented. Cllr Sheldon proposed acceptance. It was suggested that further quotes should be obtained. It was agreed to meeting before the Annual Assembly to agree the policy. Clerk to obtain alternative quotes.	<b>Clerk</b>
<b>25/123</b>	<b>COUNCIL MEETING DATES 2025/26</b> It was agreed to meet on the first Wednesday of every month except August. The meeting dates will therefore be: 4 <sup>th</sup> June 2025 2 <sup>nd</sup> July 2025 3 <sup>rd</sup> September 2025 1 <sup>st</sup> October 2025 5 <sup>th</sup> November 2025 3 <sup>rd</sup> December 2025 7 <sup>th</sup> January 2026 4 <sup>th</sup> February 2026 4 <sup>th</sup> March 2026 1 <sup>st</sup> April 2026 6 <sup>th</sup> May 2026	<b>GP</b>

The meeting closed at 19.56