

Minutes of the Annual Council Meeting of Weeley Parish Council held on 19th May 2025

Present: Cllrs C. Hamilton (Chair), G. Foster, L. Fitzpatrick, D. Botterell (Vice Chair), J. Beady, K Green, K. Millar and V. Cauvain. Also, in attendance Mr S Gunter (Parish Clerk), Cllr P Harris and six members of public.

1. **Apologies for Absence;** were received from Cllr C. Spong. Cllr Hamilton proposed to accept the apologies and Cllr Cauvain seconded and it was **RESOLVED** to accept apologies.
2. **Election of Chair;** The Clerk asked for nominations for the Chair for municipal year 2025/26. Cllr Botterell proposed Cllr Hamilton, the proposal was seconded by Cllr Cauvain and unanimously approved. With no other nominations, Cllr Hamilton was elected unopposed.
3. **Declaration of Office,** Cllr Hamilton signed the declaration in front of the Clerk. All other Cllrs have previously signed their Declarations in 2023.
4. **Appointment of Vice Chair;** The clerk invited nominations. Cllr Hamilton proposed Cllr Botterell, Cllr Cauvain seconded the proposal. With no other nominations, Cllr Botterell was re-elected unanimously.
5. **Confirmation of minutes;** Cllr Cauvain proposed and Cllr Botterell seconded it was **RESOLVED** to accept the minutes from the ACM 2024.
6. **Declarations of interest;** None were offered.
7. **Policy Review:** The following policies were proposed by Cllr Hamilton and seconded by Cllr Cauvain and unanimously agreed by all councillors. It was **RESOLVED** to adopt the policies below:
 - Councillor Code of Conduct
 - Standing Orders
 - Conflict of Interest Policy

Financial Regulations and Asset Register will be moved to a later meeting.

8. **Appointment of members to outside organisations/special duties:** Members were appointed to take on special duties or represent the Parish Council on outside organisations, in accordance with the list below.
 - Highways, Footways and Road Safety:- Cllr Beady.
 - Footpaths:- Cllr Fitzpatrick.
 - Planning Liaison:- Cllrs Spong and Clerk.
 - Street Lighting:- Cllr Green
 - Grass Cutting and Maintenance (including Playing Field):- The Clerk.
 - St Andrews School representative:- Cllr Fitzpatrick. **Action : Clerk to write to school**
 - Village Hall:- Cllr Hamilton.
 - TDALC:- Cllr Botterell.
 - Transport:- Cllr Millar.
 - Play Area:- Cllrs Green and Botterell.
 - Tree Warden:- Cllr Green.
 - Emergency Planning:- Cllr Botterell.
 - Publicity/social media/Website:- Cllr Cauvain
9. **Schedule of Parish Council meetings in 2025/26:** It was agreed to continue to meet on the third Monday of each month only meeting in August if there is need to do so. Where the meeting date falls on a bank holiday then it will be scheduled to the following day. The Annual Council Meeting will be held on 18 May 2026, the same day

as the monthly meeting.

10. Public Participation: No questions raised.

Close of Meeting: 7.39pm.