

# Western Valley Parish Council

## Minutes of the Annual Meeting of the Western Valley Parish Council

Tuesday 06<sup>th</sup> June 2023 at 19:00, The District Centre, 1 Gention Mews, Didcot

### Members Present:

|            |                                                                   |
|------------|-------------------------------------------------------------------|
| Chair      | Cllr S Peacock (SP)                                               |
| Vice-Chair | Cllr A Thompson (AT)                                              |
| Members    | Cllr G Clarke (GC)<br>Cllr P Knowles (PK)<br>Cllr T Williams (TW) |

### Officers Present:

|                             |                                                               |
|-----------------------------|---------------------------------------------------------------|
| Democratic Services Officer | Emily Barry (Vale of White Horse District Council)            |
| Democratic Services Manager | Steven Corrigan (Vale of White Horse District Council)        |
| County Officer              | Lucy Dalby (Oxfordshire Association of Local Councils – OALC) |

Public and Press: 3

### Meeting started 19:00

#### 23.01.1. Election of Chair for 2023/24 and declaration of office

Councillor Peacock was nominated as chair for the 2023/24 municipal year.

**Resolved:** to elect Councillor Peacock as chair of the council for the 2023/24 municipal year, until the next annual meeting of the council in May 2024.

Councillor Peacock signed his declaration of acceptance of office.

#### 23.01.2. Election of Vice-Chair for 2023/24 and declaration of office

Councillor Thompson was nominated as vice-chair for the 2023/24 municipal year.

**Resolved:** to elect Councillor Thompson as vice-chair of the council for the 2023/24 municipal year, until the next annual meeting of the council in May 2024.

Councillor Thompson signed his declaration of acceptance of office.

#### 23.01.3. Apologies for Absence

Apologies were received from Councillors Hayleigh Gascoigne, Debra Dewhurst and Sally Povolotsky.

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### **23.01.4. Declarations of Interests [LA 2011 s31]**

None. It was noted that all councillors were required to complete a register of interests form and return this to the district council's monitoring officer.

### **23.01.5. Appointment of Clerk and Responsible Finance Officer to the Western Valley Parish Council**

The Democratic Services Manager advised that the closing date for this role was Monday 12 June 2023. The County Officer from OALC advised that she was able to sit on the panel and that there should also be two members of the parish council.

It was proposed that Councillors Peacock and Knowles formed panel.

**Resolved:** to appoint Councillors Peacock and Knowles and Lucy Dalby to the panel to appoint a clerk and responsible finance officer.

The Democratic Services Officer was asked to circulate the job advert to members and the applications received for the role.

### **23.01.6. Co-option of Members**

It was agreed, following advice from the County Officer of OALC, that those interested in being co-opted should submit formal expressions of interest and statements they meet the relevant criteria. OALC also advised that the vacancies needed to be advertised to the local community.

The Democratic Services Officer noted that co-option of interested parties should be added to the agenda for the next meeting.

### **23.01.7. Code of Conduct**

**Resolved:** to adopt the Oxfordshire Councils' Councillor Code of Conduct 2022.

### **23.01.8. To consider membership of Oxfordshire Association of Local Councils**

The County Officer from OALC explained the role of OALC. She advised that the annual membership fee for Western Valley would be £317.18 + VAT for 2023/24.

**Resolved:** to adopt membership of OALC.

Members wished for it to be noted that they had agreed to signing up for one year in the first instance.

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## **23.01.9.      Date of the Next Meeting**

Members discussed an agreeable start time in order to allow all to attend. It was agreed 7:30pm was an appropriate start time. Frequency of meetings was also discussed with the County Officer from OALC advising that initially monthly meetings would be advisable.

**Resolved:** to meet on the second Tuesday of every month at 7:30pm.

There being no further business to be transacted, the Chair closed the meeting at 7:24pm