

# DRAFT

## EDITH WESTON PARISH COUNCIL

### Minutes of the Extraordinary meeting of the Parish Council held on Monday 9 March 2020

Attendance: E, Jarron (EJ), H. Wood (HW), N. Farmer (NF), Peter Coe (PC) acting Chair and the Clerk, C. Gwilliam (CG)

Visitors: 6 members of the public.

#### 31/20. Apologies

J. Gary (JG), P. Boggust (PB), County Councillors Bool and Waller

#### 32/20. Election of new Parish Council Chairman.

Invitations to stand were invited to which there were no offers. Subject to confirmation from the email attached appendix A, Councillor Paul Boggust's request to be considered for Chairman was then then put to a vote.

**Resolution** by vote of 4 to 0 that Councillor Paul Boggust become the Parish Council Chairman.

At this point PC stepped in as acting Chairman as proposed by JC in her email attached appendix B. It was decided to slightly change the order of business to items 33/20, 34/20, 37/20, 36/20, 35/20 and 38/20.

#### 33/20. Parish Council Liaison Group (PCLG) Update

CG detailed the process within PCLG that has led to the calling of this meeting.

#### 34/20. Resolution required to formalise EWPC taking the lead in PCLG management and funding

Proposed by HW and seconded by NF. **Resolution carried.**

#### 35/20. Resolution required on appointing a Planning Consultant and entering a contract with then. Quotes are not attached to this agenda due to Commercially sensitive content but will be available for discussion at the meeting.

Following debate and questioning from the public in attendance, it was agreed that it was important to keep ownership of any advice from consultants within EWPC and manage the sharing of this information with care.

Proposal to instruct Marrons in accordance with the quotation provided as presented by PC was proposed by NF and seconded by HW. **Resolution carried.**

#### 36/20. Resolution required to approve the funding/expenditure in line with the Parish Council budget.

Following debate, it was agreed to cap the expenditure to £5000 with any additional spending to be subject to a further full council resolution.

Proposed by NF and seconded by HW. **Resolution carried.**

#### 37/20. Resolution required to set up a committee with John DeJardin, Wing Parish Council as

a co-opted, nonvoting committee member on an advisory basis.

CG gave details of the legal process involved and reasoning behind why she felt that a committee was the best way forward, referencing to draft terms of reference she had prepared. Following lengthy debate with valuable input from the public in attendance it was agreed to make a few minor changes to the terms of reference for the St Georges Barracks Committee. See Appendix C

Having opened invitations to both councilors and members of the public in attendance members agreeing to sit on the committee are as follows:

Councillor Peter Coe

Councillor Ed Jarron

Councillor Neil Farmer

Councillor Peter Coe was put forward as the Chairman of the committee and this will be confirmed at the committees first meeting.

Further invitation will go out to members of the wider community to join the committee, including Mr John Dejardin who has been working closely with PC on sourcing planning consultants.

Proposed by EJ and seconded by NF. **Resolution carried.**

38/20. To confirm the date of the next Parish Council meeting 30 March 2020, 7pm. Village Hall.

Appendix A

Sat, Mar 7, 5:42 PM (3 days ago)

**Paul Boggust**

to me

Dear Cathie,

Please accept my apologies for the forthcoming Parish Council meeting as I am away on annual leave.

In my absence, I write to confirm that in light of the recent departure of our chairman, Norman Milne, I would be delighted to step into the interim role of Parish Council Chairman and do so of my own free will for the benefit of the Parish Council at this very important time.

As we move forward as a Parish Council to stop the building works at St George's Barracks, it has become increasingly important that we instruct specialised consultants to support with the next steps of this process. Their expertise will bring the next level of support we need with this challenge. Therefore I am happy with the Parish Council to approve expenditure on planning consultants.

Should you need any further information please do not hesitate to contact me via email or phone.

Kind Regards

Paul Boggust

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**Julie Gray**Sat, Mar 7, 9:17 PM (3  
days ago)

to me

Dear Cathie,

Please accept my apologies for not being able to make Monday's meeting.

I wanted to share my thoughts with you and I am happy for you to share this with the PC as you feel you need to it not!

Firstly - huge thanks to Paul for offering to step up to take the chair for the rest of this term - if I was with you I would certainly give my vote to this.

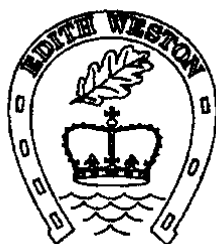
Secondly, in Paul's absence I would recommend Peter acts as chair tonight as the content of the meeting is very much his area of expertise as he was tasked by the PGLC to seek a professional consultant to act on our behalf. I have no doubt we absolutely need to protect our village and a consultants assistants is essential.  
I therefore give my approval for the PC to spend the allocated funds on this.

Lastly, given the time pressure and the expertise require a sub group to act as a steering group is essential and John de Jardin and Peter Coe should be driving this.

I wanted to share as this is such an important meeting and if I could have changed things to be there I would have done so.

Julie

Sent from my iPhone



# **EDITH WESTON PARISH COUNCIL**

Appendix C

## **DRAFT**

## **St Georges Barracks Committee**

## **Terms of Reference**

### **INDEX**

1. Purpose, Role and Responsibilities of the Committee.
2. Membership of the Committee.
3. Accountability

4. Working Methods of the Committee
5. Meeting of the Committee
6. Finances Allocated to the Committee
7. Sharing of Information and Resources
8. Review

## **1. Purpose, Roles and Responsibilities of The Committee.**

The SGB Committee, here after referred to as 'The Committee', is here by constituted to consider and respond on behalf of the Edith Weston Parish Council, here after referred to as 'EWPC', in respect of seeking, authorising and acting on expert advice from Professional Consultants as required in respect of preparing submissions to Rutland County Councils Regulation 19 Local Plan Consultation.

The Committee has delegated authority from EWPC as detailed in resolutions 34/20 and 37/20 of the meeting held on Monday 9<sup>th</sup> March 2020 as follows:

- To represent and act on behalf of EWPC within the Parish Council Liaison Group, here after known as 'PCLG', and other member parish councils as required.
- Additional roles and responsibilities can only be added to these terms of reference after an EWPC full council resolution authorising this committee to do so.
- The Committee shall operate within these terms of reference.

## **2. Membership of The Committee**

The Committee is open to all EWPC councillors.

The Committee is open to members of the community as lay members not elected or co-opted and who will act as non-voting members of The Committee.

The Committee are authorised to invite any member of the public to join The Committee if they have expertise or experience specific to any of the roles and responsibilities of The Committee.

The Committee will be made up of at least 4 members at least 2 of whom must be EWPC Councillors.

A Chairperson shall be elected by The Committee.

Membership of The Committee is for an initial 12-month period, extendable only by further EWPC full council resolution.

The Committee will be administered by the EWPC Clerk who is also EWPC Proper Officer (PO) and Responsible Finance Officer (RFO).

## **3. Accountability**

The Committee is accountable to EWPC and will make full reports to the EWPC at the monthly council meeting.

An annual report on The Committee's activities will be published through the Annual Parish Meeting.

The Committee meeting minutes shall be published on the EWPC website.

#### **4. Working Methods of The Committee**

The Committee will order and manage its work in the following ways:

- Meetings will be held at which decisions will be taken.
- The Chairperson can call an ad hoc meeting as required.
- Methods of communication will include but are not limited to written reports or email correspondence either through the Chairperson or the Clerk.
- All decisions will be proposed and seconded by EWPC Councillor members.
- All members of The Committee including non-councillor members have a duty to abide by the EWPC adopted Code of Conduct.
- EWPC reserve the right to dissolve The Committee at any time.

#### **5. Meetings of The Committee**

Meetings will be held on a fortnightly basis with the first meeting being Wednesday 18<sup>th</sup> March 2020. Ad hoc meeting can be called if needed.

The meetings will be presided over by the Chairperson or whoever they appoint in their absence.

Meetings, being public will be advertised on the village website and notice boards.

The public must have at least three clear days' notice of the time and place of a committee meeting or if it is convened at shorter notice, then public notice must be given at the same time (s.1(4) of the 1960 Act). The meaning of "clear days" does not include the day on which notice was issued and the day of the meeting.

The meeting will be open to the public and press.

Decisions/resolutions will be included in the EWPC minutes.

Meeting minutes will be posted in the village website and notice boards.

#### **6. Finances Allocated to The Committee**

The Committee have delegated powers to approve payments for services undertaken on behalf of EWPC in relation to the purpose and role of The Committee detailed in these terms of reference.

Such expenditure shall not exceed £5000 in total.

No Additional funding can be allocated from reserves into the SGB budget item without a EWPC full council resolution.

All expenditure will be reported to The Committee and the EWPC via the RFO by way of a written report at each respective meeting.

Payments can only be made by the EWPC RFO.

The Committee finances shall be subject to, and fully compliant with the EWPC Financial Regulations.

## **7. Sharing of Information and Resources**

All copies of The Committee agendas, resolutions, recommendations, letters, reports financial records and correspondence will be held by the EWPC Clerk.

## **8. Review**

These terms of reference will be reviewed annually at the EWPC Annual Meeting.