

Hibaldstow Parish Council

Minutes of the Annual Meeting of the Parish Council

Minutes of the Annual Meeting of Hibaldstow Parish Council held at 7pm on Thursday 19th May 2022 at Hibaldstow Village Hall, Station Road, Hibaldstow.

Present: Cllr Allaby, Cllr Brooks (Chair), Cllr Borrill, Cllr Done & Cllr Stothard

Also present: Ward Cllrs Foster & Poole & Clerk to the Council – Deb Hotson.

1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office

It was resolved that Cllr Brooks is elected as Chairman. Cllr Brooks signed the Declaration of Acceptance of Office.

2. Election of Vice - Chairman

It was resolved that Cllr Allaby is elected as Vice Chairman.

3. Election of other Officers and Committee Representatives and to agree terms of reference

It was resolved that the following representatives were elected: -

NATs – Cllrs Allaby & Brooks were elected as the representatives.

Flood Warden & Snow Wardens – Cllr Elletson and Cllr Stothard were elected as representatives.

Village Hall Committee – Cllr Stothard was elected the representative. The Clerk will inform the VHC so he can be added to the list for the meetings.

Cemetery Working Group – Cllr Allaby, Cllr Brooks & Cllr Stothard will be the representatives.

Personnel Committee – Cllrs Brooks, Borrill & Done will be the representatives.

To elect two Councillors to represent this council at the ERNLLCA District Committee – Cllrs Brooks & Cllr Allaby were elected as the representatives.

Asset Risk Safety Checks – Cllr Allaby & Cllr Brooks were elected to carry out the checks.

Village Voice – Cllr Elletson & Cllr Stothard will be the representatives. The Clerk to inform the Village Voice editors.

Resolved - To confirm that all representatives should notify the Clerk and fellow representative if unable to attend a meeting.

4. To approve the Internal Auditor for 2022/23

Resolved - Richard Dixon was selected as the/ Internal Auditor.

5. To review and approve the Standing Orders and Financial Regulations

Resolved – approval of both Standing Orders (these have been amended to include the new procurement figures) and Financial Regulations.

6. To review and approve the Reserves Policy

Resolved – reviewed and approved.

7. To review and approve the Training Policy

Resolved – reviewed and approved.

8. To review and approve the social media Policy

Resolved – reviewed and approved.

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9. **To review and approve the General Data Protection Regulation policies.**
Resolved – reviewed and approved.
10. **To review and approve the Community Emergency Plan.**
Item deferred. Clerk to update and send out to all Cllrs for approval at the next meeting.
11. **To review and approve the Asset Register**
Resolved - The Asset Register was reviewed and approved.
12. **To review and approve the H & S and Financial Risk Assessment policy**
Resolved - The H & S and Financial Risk Assessment Policy was reviewed and approved.
13. **To review and approve the Scheme of Publication.**
Resolved - The policy was reviewed and approved.
14. **To review and approve the Equal Opportunity Policy**
Resolved - The policy was reviewed and approved.
15. **To review and approve the Complaints Procedure**
Resolved - The procedure was reviewed and approved.
16. **To review and approve the Co-option Procedure**
Resolved - The procedure was reviewed and approved.
17. **To review and approve the Members and Officer Protocol**
Resolved - The protocol was reviewed and approved.
18. **To review and approve the terms of reference of the Personnel Committee**
Resolved – The terms of reference were approved and will be sent out to all Committee members.
19. **To review and approve the terms of reference of the Village Hall Representatives**
Resolved – The terms of reference were approved.
20. **To review and approve the Disciplinary & Grievance Procedure**
Resolved - The procedure was reviewed and approved.
21. **To review and approve the Cemetery Regulations and Fees**
Resolved - The regulations and fee were reviewed and approved.
22. **To review and approve the Grants Policy**
Resolved - The policy was reviewed and approved.
23. **To review and approve Child Protection and Safeguarding Adults Policies**
Resolved - The policies were reviewed and approved. These have been updated to keep in line with NLC requirements when applying for grant funding.
24. **To set the dates of the ordinary Parish Council Meeting for 2022/23**
Resolved - The dates were set for 2022/23.

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25. To confirm all Councillors have reviewed their Register of Interests

All Cllrs present confirmed their ROIs were up to date.

26. To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:

- a. The application falls between meetings, and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
- b. The Chairman is unavailable to convene an extra-ordinary meeting or particular circumstances are such that the convening of an extra-ordinary meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies; community plan or Neighbourhood Plan adopted by the council; and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.

Resolved – approval.

Meeting closed at 7pm.