

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 18th May 2022 at Hibaldstow Village Hall, Station Road, Hibaldstow.

Present: Cllr Brooks (Chair), Cllr North, Cllr Mawdsley, Cllr Pickering, Cllr Stothard, Cllr Talliss & Cllr Whitaker.
Also present: Clerk to the Council – Deb Hotson.

All Declarations of Office received from those present.

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 Pickering 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 Pickering & Brooks were elected as the representatives.

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

Village Hall Committee – Cllr Stothard & Cllr Whitaker 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 Riley, Cllr Brooks & Cllr Stothard will be the representatives.

Personnel Committee – Cllrs Pickering, North & Mawdsley will be the representatives.

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

Asset Risk Safety Checks – Cllrs Stothard, North, Talliss & Cllr Brooks were elected to carry out the checks. This item will be confirmed at the next meeting.

Village Voice – This will no longer be required as Councillors can provide any information.

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 2023/24**

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**

Hibaldstow Parish Council

Minutes of the Annual Meeting of the Parish Council

Resolved – reviewed and approved.

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. This will use to create the safety check information.
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 Freedom of Information Policy.**
Resolved - The policy was approved.
15. **To review and approve the Equal Opportunity Policy**
Resolved - The policy was reviewed and approved.
16. **To review and approve the Complaints Procedure**
Resolved - The procedure was reviewed and approved.
17. **To review and approve the Co-option Procedure**
Resolved - The procedure was reviewed and approved.
18. **To review and approve the Members and Officer Protocol**
Resolved - The protocol was reviewed and approved.
19. **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.
20. **To review and approve the terms of reference of the Village Hall Representatives**
Resolved – The terms of reference were approved.
21. **To review and approve the Disciplinary & Grievance Procedure**
Resolved - The procedure was reviewed and approved.
22. **To review and approve the Cemetery Regulations and Fees**
Resolved - The regulations and fee were reviewed and approved.
23. **To review and approve the Grants Policy**
Resolved - The policy was reviewed and approved.
24. **To review and approve Child Protection and Safeguarding Adults Policies**

Hibaldstow Parish Council

Minutes of the Annual Meeting of the Parish Council

Resolved - The policies were reviewed and approved.

25. **To review and approve the use of the General Power of Competence.**
Resolved – approval to use the Power as and when required.
26. **All Councillors to declare a pecuniary interest in the setting of the precept and budget.**
It was agreed that this was not required.
27. **To set the dates of the ordinary Parish Council Meeting for 2023/24**
Resolved - The dates were set for 2023/24.
28. **To confirm all Councillors have reviewed their Register of Interests**
All Cllrs present have provided the Clerk with their new ROIs.
29. **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 7.21pm.