

# 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 16<sup>th</sup> May 2024 at Hibaldstow Village Hall, Station Road, Hibaldstow.

**Present:** Cllr Brooks (Chair), Cllr Hunt, Cllr North, Cllr Mawdsley, Cllr Pickering, Cllr Riley, Cllr Stothard, Cllr Talliss.  
**Also present:** 2 residents & Clerk to the Council – Deb Hotson.

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Mrs Audrey Stephenson was awarded the Nellie Harpham award for her community work in the parish.

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. Cllr Talliss will be available to cover if necessary.

**Snow Wardens & Flood Warden** - Cllr Stothard were elected as representative.

**Village Hall Committee** – Cllr Stothard & Cllr Hunt was elected the representative.

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

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

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

**Asset Risk Safety Checks** – Cllrs Stothard, Talliss & Mawdsley were elected to carry out the checks.

**Village Voice** – Cllr Mawdsley was elected as representative.

**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 2024/25**

**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 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.**  
**Resolved** – the plan will be updated with the new Cllr details and sent to NLC.
11. **To review and approve the Asset Register**  
**Resolved** - The Asset Register was reviewed and approved. This will be used 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 reviewed and 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/Civility & Respect Pledge**  
**Resolved** - The procedures were reviewed and approved.  
The Civility and Respect Pledge when launched was designed to encourage discussions about civility/respect within councils and to help support appropriate behaviour.
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.

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24. To review and approve Child Protection and Safeguarding Adults Policies  
**Resolved** - The policies were reviewed and approved.

25. To review and approve the Biodiversity Policy 2024.  
**Resolved** - The policy was approved.

26. To review and approve the use of the General Power of Competence.  
**Resolved** – approval to use the Power as and when required.

27. To set the dates of the ordinary Parish Council Meeting for 2024/25  
**Resolved** - The dates were set for 2024/25.

28. To confirm all Councillors have reviewed their Register of Interests  
Item noted.

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 7.20pm.