

# 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 21<sup>st</sup> May 2026 at Hibaldstow Village Hall, Station Road, Hibaldstow.

**Present:** Cllr Brooks (Chair), Cllr Mawdsley, Cllr Stothard, Cllr Talliss, Cllr Masterman & Cllr Whitaker.

**Also present:** Clerk to the Council – Deb Hotson.

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**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 & Talliss were elected as the representatives.

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

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

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

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

A meeting to be arranged.

**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** – it was agreed that no represented was required.

**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 2026/27.**

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

**5. To review and approve the Financial Regulations**

**Resolved** – approval of the Financial Regulations.

**6. To review and approve the Standing Orders**

**Resolved** – approval of the Standing Orders.

**7. To review and approve the Reserves Policy**

**Resolved** – reviewed and approved.

**8. To review and approve the Training Policy**

**Resolved** – reviewed and approved. Cllrs to complete and send them to the Clerk annually.

**9. To review and approve the Social Media Policy**

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**Resolved** – reviewed and approved.

10. **To review and approve the General Data Protection Regulation policies.**  
**Resolved** – reviewed and approved.
11. **To review and approve the Community Emergency Plan.**  
**Resolved** – reviewed and approved with the agreed amendments.
12. **To review and approve the Asset Register**  
**Resolved** - The Asset Register was reviewed and approved. Now the information has been received for the new defibs the Clerk will update the asset register and send back out.
13. **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.
14. **To review and approve the Scheme of Publication.**  
**Resolved** - The policy was reviewed and approved.
15. **To review and approve the Freedom of Information Policy.**  
**Resolved** - The policy was reviewed and approved.
16. **To review and approve the Equal Opportunity Policy**  
**Resolved** - The policy was reviewed and approved.
17. **To review and approve the Complaints Procedure**  
**Resolved** - The procedure was reviewed and approved.
18. **To review and approve the Co-option Procedure**  
**Resolved** - The procedure was reviewed and approved.
19. **To review and approve the Members and Officer Protocol**  
**Resolved** – reviewed and approved.
20. **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. Clerk to resend the TORs to the Personnel Committee.
21. **To review and approve the terms of reference of the Village Hall Representatives**  
**Resolved** – The terms of reference were approved.
22. **To review and approve the Disciplinary & Grievance Procedure**  
**Resolved** - The procedure was reviewed and approved.
23. **To review and approve the Cemetery Regulations and Fees**  
**Resolved** - The regulations and fee were reviewed and approved.
24. **To review and approve the Grants Policy**  
**Resolved** - The policy was reviewed and approved.

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25. **To review and approve Child Protection and Safeguarding Adults Policies**  
**Resolved** - The policies were reviewed and approved.
26. **To review and approve the Biodiversity Policy.**  
**Resolved** - The policy was reviewed and approved.
27. **To review and approve the Sexual & General Harassment Policy.**  
**Resolved** - The policy was reviewed and approved.
28. **To review and approve the use of the General Power of Competence held by the Clerk.**  
**Resolved** – approval to use the Power as and when required.
29. **To set the dates of the ordinary Parish Council Meeting for 2026/27.**  
**Resolved** - The dates were set for 2026/27.
30. **To confirm all Councillors have reviewed their Register of Interests**  
If not already done so Cllrs to review within the next 28 days and provide the Clerk with any updates.
31. **To review and approve the Civility & Respect Pledge for 2026/27.**  
**Resolved** - The policy was reviewed and approved.
32. **To review and approve IT Policy.**  
**Resolved** - The policy was reviewed and approved.
33. **To review and approve the Hibaldstow Risk Management Policy.**  
**Resolved** - The policy was approved.
34. **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 7.24pm.