

Hibaldstow Parish Council

Minutes of the Annual Meeting of the Parish Council

Minutes of the meeting of Hibaldstow Parish Council held at 7pm on Thursday 9th May, 2019 at the Village Hall, Hibaldstow.

Present: Cllr Brooks (Chair), Cllr Coulson, Cllr Charlton, Cllr Pennington & Cllr Stothard.

Also present: Clerk to the Council – Deb Hotson & 2 residents.

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 Charlton 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 & Flood Warden – Cllr Charlton and Cllr Stothard were elected as representatives.

Snow Wardens – Cllr Charlton & Cllr Stothard will continue with their roles.

Village Hall Committee – Cllr Coulson, Cllr Stothard & Cllr Talliss will continue with their roles.

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

Personnel Committee – Cllrs Brooks and Pennington will be the representatives.

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

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

Village Voice – Cllr Stothard will be the main representative with Cllr Brooks deputy.

Hibaldstow Parish Park representatives – Cllr Stothard will continue to carry out the checks. Cllrs Elletson and Sacker will assist with any maintenance issues.

Neighbourhood Plan representatives – Cllrs Coulson, Sacker & Talliss were elected as the Council representatives.

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 2019/20.**

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.

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8. **To review and approve the Social Media Policy**
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**
All members to provide updated information for the next meeting.
11. **To review and approve the Council Action Plan 2019/20**
Resolved – reviewed and approved.
12. **To review and approve the Asset Register**
Resolved - The Asset Register was reviewed and approved.
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 procedure for handling requests made under the Freedom of Information Act 2000**
Resolved - The FOI was reviewed and approved. The name is to be amended to Scheme of Publication.
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 reviewed and approved.
20. **To review and approve the terms of reference of the Village Hall Representatives**
Resolved - The terms of reference were reviewed and 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 Policy**
Resolved - The policy was reviewed and approved. A new model policy has been received from NLC. Clerk will complete and circulate for comments/approval.
25. **To review and approve the Safeguarding Vulnerable Adult Policy**
Resolved - The policy was reviewed and approved.
26. **To review and approve the Annual Governance & Accountability Return Assertions Pro forma Policy**
Resolved - The policy was reviewed and approved.
27. **To set the dates of the ordinary Parish Council Meeting for 2019/20**
Resolved - The dates were set for 2019/20 with the exception of September which is to be rescheduled.
28. **To confirm all Councillors have reviewed their Register of Interests**
All Cllrs present confirmed were informed to have their ROI completed and returned to the Clerk in 7 days. Any committee or working groups to be added to item h on the register.
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:**
- 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
 - 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 7.15pm.