

# ***Worlabby Parish Council***

## ***Minutes of the Annual Meeting of the Parish Council***

Minutes of the Annual Meeting of the Parish Council held at 7.05pm on Tuesday 9<sup>th</sup> May, 2017 at Worlabby Village Hall.

**Present:** Cllr Barker (Chair), Cllr Bowles, Cllr Cave, Cllr Fletcher, Cllr Hayes, Cllr Jones, Cllr Smithson & Cllr Speakman.

**Also Present:** 2 residents and Deb Hotson – Clerk to the Council.

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1. **Election of Chairman & to receive the Chairman's Declaration of Acceptance of Office**  
**It was resolved that** Cllr Barker is elected as Chairman. Cllr Barker signed the declaration.

2. **Election of Vice - Chairman**  
**It was resolved that** Cllr Jones is elected as Vice Chairman.

3. **Election of other Officers and Committee Representatives**

**It was resolved that the following representatives are elected: -**

- **Neighbourhood Watch & NATs** - Cllr Fletcher retains the position as Representative of Neighbourhood Watch and NATs.
- **Planning** – Clerk retains the position for reporting on Planning issues.
- **Woodland Glade & Hollows** - Cllr Jones retains the position as Representative of the Woodland Glade & Hollows.
- **Green Team** - Cllr Smithson retains the position as the 'Green Team' Representative.
- **Website** – The Clerk will update the website with information received.
- **Low Villages Forum** - Cllr Barker & Cllr Cave retains the positions of Representatives for Low Villages Forum.
- **Neighbourhood Planning** - Cllr Barker, Cllr Jones & Cllr Fletcher retains their positions of Representatives for Neighbourhood Planning. Cllr Speakman joins the Group as a representative.
- **Worlabby Community Working Group** – Cllr Bowles, Cllr Barker & Cllr Jones retains the position as representatives to attend the working groups as and when called. Cllr Speakman joins the group as representative.
- **ERNLLCA District Committee Meetings** – Cllr Cave and Cllr Barker retains the positions as Representatives to attend the quarterly meetings.
- **Personnel Committee** – Cllr Cave, Cllr Barker and Cllr Fletcher takes on the positions on the Committee.
- **Internal Auditor** – Richard Dixon is nominated as the Internal Auditor for 2017/18.
- **Asset Risk Assessment Checks** –
  - Cllr Cave – Pleasure Ground Play Area and Grounds, Bus Shelter – Low Road, War Memorial, Flag Pole, BT Kiosk.
  - Cllr Smithson – MUGA and playing field.
  - Cllr Jones – Hollows and Woodland Glade.
  - Cllr Speakman – Fountain Corner.
  - Cllr Bowles - CCTV equipment.

4. **To review and approve Standing Orders and Financial Regulations**  
**Resolved** – approval of both The Standing Orders and The Financial Regulations.

5. **To review and approve the Asset Register**

**It was resolved that** the Asset Register has been reviewed and approved with the agreed additional items to be added.

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6. **To review and approve the Financial and H & S Risk Assessment policy**  
**It was resolved that** the policies have been reviewed with no amendments or additions.
7. **To review and approve the Complaints Procedure**  
**It was resolved that** the Complaints Procedure has been reviewed with no amendments or additions.
8. **To review and approve the procedure for handling requests made under the Freedom of Information Act 2000.**  
**It was resolved that** the FOI has been reviewed and approved with no amendments or additions.
9. **To review and approve a policy for the Data Protection Act 1998**  
**It was resolved that** the Data Protection Act 1998 has been reviewed with no amendments or additions.
10. **To review the Equal Opportunities Policy**  
**It was resolved that** the Equal Opportunity Policy has been reviewed with no amendments or additions.
11. **To review and approve The Community Emergency Plan**  
**It was resolved that** the Community Emergency Plan has been reviewed to include the amendments or additions.
12. **To review and approve the Disciplinary and Grievance procedure**  
**It was resolved that** the Disciplinary and Grievance procedure has been reviewed with no amendments or additions.
13. **To review and approve the Terms and Condition of the Emergency Management Committee and the Personnel Committee**  
**It was resolved that** the TOR's have been reviewed with no amendments or additions.
14. **To review and approve the Child Protection Policy.**  
**It was resolved that** the Child Protection Policy has been reviewed with no amendments or additions.
15. **To adopt a Vulnerable Adult Policy.**  
**It was resolved that** the Vulnerable Adult Policy has been reviewed with no amendments or additions.
16. **To adopt the Annual Return Assertions pro forma Policy**  
**It was resolved that** the Annual Return Assertions pro forma policy is adopted.
17. **To set the dates of the ordinary Parish Council Meetings for 2017/18.**  
**Resolved -** dates have been set – these can be re-arranged if necessary.
18. **To confirm all Councillors have reviewed their Register of Interests**  
Cllrs confirmed that they had reviewed their ROI's, any amendments to be submitted to the Clerk.
19. **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

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- 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** – adoption approved.

The meeting closed at 7.20pm