

Worlabby Parish Council

Minutes of the Annual Meeting of the Parish Council

Minutes of the Annual Meeting of the Parish Council held at 6.45pm on Tuesday 8th May, 2018 at Worlabby Village Hall.

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

Also Present: 4 residents and Deb Hotson – Clerk to the Council.

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- 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.
 - Election of Vice - Chairman**
It was resolved that Cllr Jones is elected as Vice Chairman.
 - 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.
 - **Worlabby Community Working Group** – Cllr Bowles, Cllr Barker & Cllr Jones retains the position as representatives to attend the working groups as and when called.
 - **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 retains the positions on the Committee.
 - **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 Hayes – Fountain Corner. Clerk to forward the relevant paperwork.
 - Cllr Bowles - CCTV equipment.
 - To approve the Internal Auditor for 2018/19.**
Richard Dixon is approved as the Internal Auditor for 2018/19.
 - To adopt a Reserves Policy.**
It was resolved that the policy is approved with the agreed amendments.
 - To review and approve Standing Orders and Financial Regulations**
Resolved – approval of both The Standing Orders and The Financial Regulations. The new 2018 Standing Orders will be reviewed and approved at the June meeting.
 - 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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8. **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.
9. **To review and approve the Complaints Procedure**
It was resolved that the Complaints Procedure has been reviewed with no amendments or additions.
10. **To review and approve the CCTV Policy & Request form**
It was resolved that the CCTV Policy and Request form has been reviewed with no amendments or additions.
11. **To review and approve the Members & Officers Protocol**
It was resolved that the Members & Officers Protocol has been reviewed with no amendments or additions.
12. **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.
13. **To review and approve a policy for the Data Protection Act 1998**
The Clerk updated the Council stating that she was working on the current documentation to fall in line with the General Data Protection Regulation coming into form on May 25th and these procedures would be ready for approval at the June meeting.
14. **To review the Equal Opportunities Policy**
It was resolved that the Equal Opportunity Policy has been reviewed with no amendments or additions.
15. **To review and approve The Community Emergency Plan**
It was resolved that the Community Emergency Plan has been reviewed but there was still some outstanding data required from Worlaby Academy and therefore would be on the June agenda for approval.

5 further residents jointed the meeting along with 3 NLC joined the meeting and Cllrs C Sherwood and R Waltham.
16. **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.
17. **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.
18. **To review and approve the Child Protection Policy.**
It was resolved that the Child Protection Policy has been reviewed with no amendments or additions.
19. **To adopt a Vulnerable Adult Policy.**
It was resolved that the Vulnerable Adult Policy has been reviewed with no amendments or additions.

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20. To adopt the Annual Return Assertions Pro forma Policy

It was resolved that the Annual Return Assertions pro forma policy has been reviewed with no amendments or additions.

21. To set the dates of the ordinary Parish Council Meetings for 2018/19.

Resolved - dates have been set – these can be re-arranged if necessary.

22. 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.

23. 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 – adoption approved.

The meeting closed at 7pm