

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 Davidson, Cllr D Empson, Cllr N Empson, Cllr Fletcher, Cllr Jones & Cllr Newton.

Also Present: 5 residents and Deb Hotson – Clerk to the Council.

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 Fletcher 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** – cllr Jones takes 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 Newton takes the position as the 'Green Team' Representative.
- **Low Villages Forum** - Cllr Barker & Cllr Davidson takes the positions of Representatives for Low Villages Forum.
- **Neighbourhood Planning** - Cllr Barker, Cllr Davidson, Cllr Jones & Cllr Fletcher takes the positions of Representatives for Neighbourhood Planning.
- **ERNLLCA District Committee Meetings** – Cllr Fletcher and Cllr Barker takes the positions as Representatives to attend the quarterly meetings.
- **Personnel Committee** – Cllr Barker, Cllr Fletcher and Cllr Newton takes the positions on the Committee.
- **School Representative** – Cllr Fletcher retains her position as School Representative.
- **Asset Risk Assessment Checks** –
 - Cllrs D & N Empson – Pleasure Ground Play Area and Grounds, Bus Shelter – Low Road, Flag Pole, MUGA and playing fields, Fountain Corner.
Cllr D & N Empson will also take on the responsibility of raising the flags. A copy of the dates was provided.
 - Cllr Fletcher – War Memorial and Kiosk.
 - Cllr Jones – Hollows and Woodland Glade.
 - Cllr Bowles - CCTV equipment.Clerk to send out all the relevant paperwork.

Ward Cllrs and a further resident joined the meeting at 7pm.

4. **To approve the Internal Auditor for 2018/19.**
Richard Dixon is approved as the Internal Auditor for 2018/19.

5. **To review and approve the Reserves Policy.**
It was resolved that the policy has been reviewed and approved.

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

7. **To review and approve the Asset Register**
It was resolved that the Asset Register has been reviewed and approved.

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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. The Clerk will amend the document to read Scheme of Publication.
If anyone wants to view any parish documentation that will be done with a pre-arranged booking to view the documents accompanied by the Clerk who can then ensure they are refiled correctly.
13. **To review and approve the GDPR Policies.**
It was resolved that the Policies has been reviewed with no amendments or additions.
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**
Clerk to obtain updated to be provided to Cllr Jones. The Plan will be reviewed again at the June meeting. **Clerk.**
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 of Reference 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 review and approve the Vulnerable Adult Policy.**
It was resolved that the Vulnerable Adult Policy has been reviewed with no amendments or additions.
20. **To review and approve the Co-option Policy.**
It was resolved that the Co-option Policy has been reviewed with no amendments or additions.
21. **To review and approve the Annual Return Assertions Pro forma Policy**

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

22. **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.

23. **To confirm all Councillors have provided their Register of Interests**

Cllrs to provided their ROI within 7 days.

24. **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.

Clerk to put all reviewed procedures on to the website. **Clerk.**

The meeting closed at 7.15pm