

# 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 10<sup>th</sup> May, 2018 at the Village Hall, Hibaldstow.

**Present:** Cllr Brooks (Chair), Cllr Broomhall, Cllr Charlton, Cllr Stothard & Cllr Talliss.

**Also present:** Cllrs J England, T Foster, Clerk to the Council – Deb Hotson & 6 residents.

The presentation of the Best Front Garden Trophy to Bryan Sheppard and Ena Fish of the Gardening Club was carried out. The Chairman of the Council was invited to present the cups at the event on July 22<sup>nd</sup>.

The presentation of the Nellie Harpham Trophy was carried out. This year the Trophy was presented to Max Ibbetson for his work litter picking the parish as part of his Bronze Duke of Edinburgh Award.

The photographs are available on the parish website.

Mrs Fish thanked the Council for the erection of the Hunts Lane safety mirror which was a good idea.

Mr Sheppard stated that the roads in the parish, particularly Beckside, Manton Lane & Church Street were a disgrace.

Cllr Foster stated that he had been speaking with Cllr Poole who was Cabinet Member for Highways and Manton Road is scheduled for repairs. NLC had obtained £49k over the next 4 years with a large amount set for pot hole repairs.

Cllr Brooks mentioned the footpath concern on Redbourne Road and the issue with South Carr Lane, Cllr Foster asked that all Ward Cllrs are copied with a new email.

Cllr England stated that it was difficult to fill the pot holes when there is a spell of bad weather creating a lot of pot holes that are unable to repaired all at once.

Cllr Foster stated that estate roads were low on the priority list.

5 left the meeting.

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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 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 will continue his role as Flood Warden and NATs representative.

**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.

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

**2 voting representatives for the ERNLLCA District Committee** – Cllrs Brooks was elected as the representative with any other member attending if required.

**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.

**Battles Over** (up to 11<sup>th</sup> Nov 18) – Cllr Brooks, Cllr Anderson & Cllr Elletson were elected as the representatives.

**Community Group** – Cllrs Broomhall & Coulson were elected as 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 2018/19.**

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

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

**Resolved** - The current Standing Orders were approved with the proviso that the new 2018 would be approved at the next meeting.

The Financial Regulations were approved.

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

**Resolved** - The Asset Register was reviewed and approved.

7. **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.

8. **To review and approve the procedure for handling requests made under the Freedom of Information Act 2000**

**Resolved** - The FOI was reviewed and approved.

9. **To review and approve the progress of the General Data Protection Regulation.**

The Clerk has started work on the consent and privacy forms and performed the data audit review. The documentation along with the overall policy will be approved at the June meeting.

10. **To review and approve the Equal Opportunity Policy**

**Resolved** - The policy was reviewed and approved.

11. **To review and approve the Complaints Procedure**

**Resolved** - The procedure was reviewed and approved.

12. **To review and approve the Co-option Procedure**

**Resolved** - The procedure was reviewed and approved.

13. **To review and approve the Members and Officer Protocol**

**Resolved** - The protocol was reviewed and approved.

14. **To review and approve the terms of reference of the Personnel Committee**

**Resolved** - The terms of reference were reviewed and approved.

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15. **To review and approve the terms of reference of the Village Hall Representatives**  
**Resolved** - The terms of reference were reviewed and approved.
16. **To review and approve the Disciplinary & Grievance Procedure**  
**Resolved** - The procedure was reviewed and approved.
17. **To review and approve the Cemetery Regulations and Fees**  
**Resolved** - The regulations and fee were reviewed and approved.
18. **To review and approve the Grants Policy**  
**Resolved** - The policy was reviewed and approved.
19. **To review and approve Child Protection Policy**  
**Resolved** - The policy was reviewed and approved.
20. **To review and approve the Safeguarding Vulnerable Adult Policy**  
**Resolved** - The policy was reviewed and approved.
21. **To review and approve the Annual Governance & Accountability Return Assertions Pro forma Policy**  
**Resolved** - The policy was reviewed and approved.
22. **To set the dates of the ordinary Parish Council Meeting for 2018/19**  
**Resolved** - The dates were set for 2018/19.
23. **To confirm all Councillors have reviewed their Register of Interests**  
All Cllrs present confirmed that they had reviewed their ROI's.
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 – approval.**

Meeting closed at 7.15pm.