

Hutton Cranswick Parish Council

Minutes of the Annual Meeting of the Parish Council, held on the 27th May, 2020.

The Meeting was held remotely via Skype and open to the public. The session commenced at 7.00 pm.

Present: Councillors: Alderton, Holtby, Kelly, Lock, Richardson (in the chair) Sibley-Calder, Mrs Simpson, Swan, Teare, Thompson, Wilkinson, Wilson. **Parishioner:** One

Apologies for absence: Councillor: Poolford. Ward Councillors: Evison, Lisseter, Owen.

The Clerk recorded the minutes.

20/116 Election of a Chairman – Cllr Richardson was proposed by Cllr Thompson, seconded by Cllr Swan and duly elected as Chairman.

20/117 Receive Declaration of Acceptance of the Chairman – It was agreed the Declaration of Acceptance could be received at the next meeting.

20/118 Election of a Vice Chairman – Cllr Thompson was proposed by Cllr Richardson, seconded by Cllr Swan and duly elected.

20/119 Minutes – Resolved that the Minutes of the Meeting of the Council held on the 22nd April, 2020 be approved and signed as a correct record (proposed Cllr Wilson/seconded Cllr Wilkinson).

20/120 Delegations –

- (a) Gatehouse Lake Committee as an Advisory Committee,
- (b) Delegation of powers and duties of the Council to the Clerk, in consultation with the Chairman and Vice-Chairman, as a contingency plan, in case communication was not possible through Skype, e-mail or by telephone (minute 20/066).

Resolved to re-affirm the above delegations (proposed Cllr Swan/seconded Cllr Wilson).

20/121 Terms of reference for the Gatehouse Lake Committee

1. The Committee is Advisory with the Full Council making final decisions.
2. The Committee shall meet four times a year as a minimum.
3. The quorum is 50% of the Membership.
4. To recommend the strategy to manage the Lake in the best interests of the Community.
5. To oversee all actions taken at the Lake.
6. To identify organisations that the Council could work with, in partnership, in managing the Lake.
7. To recommend financial investment requirements for the Lake.
8. To review the Terms of Reference of the Committee at the first meeting of the Committee, after the Annual Meeting of the Council and make appropriate recommendations to the Council.

Resolved to re-affirm the above Terms of Reference for the Gatehouse Lake Committee (proposed Cllr Thompson/seconded Cllr Wilson).

20/122 Appoint members of existing committees – **Resolved** to appoint Councillors Poolford, Richardson, Wilson and Ben Thurlow and Tanya Thurlow, as members of the Gatehouse Lake Committee (proposed Cllr Richardson/seconded Cllr Wilson).

Signed.....Date.....

20/123 Appoint members of Working Groups

- (a) Emergency Planning: Councillors Richardson, Sibley-Calder and Swan.
- (b) Parish Paths: Councillor Poolford.
- (c) Village Pond: Councillors Alderton and Sibley-Calder.
- (d) Village Show: Councillor Teare.
- (e) Garden Allotments: Councillors Poolford and Swan.
- (f) Farming Allotments: Councillors Poolford, Richardson and Thompson.

Resolved to re-affirm the above appointments (proposed Cllr Swan/seconded Cllr Richardson).

20/124 Standing Orders and Financial Regulations – Resolved to adopt the documents, as presented (proposed Cllr Swan/seconded Cllr Richardson).

20/125 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses – Resolved to re-affirm the current arrangements for the management of the farming allotments (proposed Cllr Richardson/seconded Cllr Swan).

20/126 Appointment to Outside Bodies:

- (a) In Bloom: Councillor Mrs Simpson (Monthly update).
- (b) Hutton Cranswick Sports and Recreation Association: Councillor Swan (Monthly Update).
- (c) Beverley & North Holderness Internal Drainage Board: Councillor Richardson (ERYC appointment) (Update following a Board Meeting).
- (d) East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) Councillor Richardson (Update following District/Annual Meeting).

Resolved to re-affirm the above appointments (proposed Cllr Thompson/seconded Cllr Richardson).

20/127 Asset Register – Resolved to adopt the Register, as presented (proposed Cllr Thompson/seconded Cllr Swan).

20/128 Insurance Policy – Resolved to re-affirm the insurance policy for the period 1st October, 2019 to the 30th September, 2020 (minute 19/207 refers) (proposed Cllr Richardson/seconded Cllr Thompson).

20/129 Council's and/or staff subscriptions to other bodies: -

- (a) East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA).
- (b) Campaign to Protect Rural England (CPRE).
- (c) Society of Local Council Clerks (SLCC).
- (d) Fields in Trust.
- (e) The Open Spaces Society.

Resolved to make the above subscriptions (proposed Cllr Sibley-Calder/seconded Cllr Wilson).

20/130 Complaints Procedure – Resolved to adopt the procedure, as presented (proposed Cllr Richardson/seconded Cllr Thompson).

20/131 Policies, procedures and practices, in respect of its obligations under freedom of information and data protection legislation – Resolved to adopt the Freedom of Information Policy, the Model Publication Scheme, the Document Retention Policy, the Privacy Policy, the General Privacy Notice and the Council Privacy Notice, as presented (proposed Cllr Sibley-Calder/seconded Cllr Richardson).

Signed.....Date.....

20/132 Press and Media Policy – Resolved to adopt the policy, as presented (proposed Cllr Sibley-Calder/seconded Cllr Mrs Simpson).

20/133 Disciplinary Policy – Resolved to adopt the policy, as presented (proposed Cllr Richardson/seconded Cllr Thompson).

20/134 Expenditure under Section 137 (1) of the Local Government Act 1972 (S137) – Section 137 gives a Council the power to spend a limited amount of money for purposes not otherwise authorised. The expenditure had to be, in the Council’s opinion, in the interests of, and would bring direct benefit to, the Parish or any part of it, or all, or some of its residents. Any spend under S137 had to be contained within the Council’s existing budget.

It was noted that the estimated expenditure of S137 for 2020-21 was within the Council’s annual limit for S137.

20/135 Authorisation of Cheque Signatories – Resolved that the following remain as cheque signatories: Cllr Richardson, Cllr Mrs Simpson, Cllr Swan, Cllr Thompson and the Clerk (proposed Cllr Teare/seconded Cllr Richardson).

20/136 Date and Time of Meetings – Resolved that meetings were held on the 4th Wednesday of each month, with the following exceptions: in general, there was no meeting in August and in December the meeting was to be held on the 3rd Wednesday. All meetings to commence at 7.00 pm (proposed Cllr Swan/seconded Cllr Richardson).

There being no further business, the Meeting closed at 7.19 pm.

Signed.....Date.....