

## Hutton Cranswick Parish Council

### Minutes of the Annual Meeting of the Parish Council, held on the 26<sup>th</sup> May, 2021.

The Meeting was held at the WI Hall and commenced at 7.10 pm.

**Present:** Councillors: Alderton, Kelly, Lock, Poolford, Richardson (in the chair) Sibley-Calder, Mrs Simpson, Swan, Teare, Thompson, Wilson. **Parishioners:** Three

**Apologies for absence:** Councillors: Holtby, Wilkinson. Ward Councillor: Evison.

The Clerk recorded the minutes.

**21/111 Election of a Chairman** – Cllr Richardson was proposed by Cllr Thompson, seconded by Cllr Swan and duly elected as Chairman and signed the Declaration of Acceptance.

**21/112 Election of a Vice Chairman** – Cllr Thompson was proposed by Cllr Richardson, seconded by Cllr Swan and duly elected.

**21/113 Register of Interests** – Councillors to review and confirm their Register of Interests are up to date.

**21/114 Minutes – Resolved** that the Minutes of the Meeting of the Council held on the 28<sup>th</sup> April, 2021 be approved and signed as a correct record (proposed Cllr Poolford/seconded Cllr Wilson).

**21/115 Committee minutes** – The minutes of the Gatehouse Lake Committee meeting held on the 14<sup>th</sup> April, 2021 were received (proposed Cllr Richardson/seconded Cllr Swan).

#### **21/116 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, if normal business arrangements are not possible.

**Resolved** to re-affirm the above delegations (proposed Cllr Sibley-Calder/seconded Cllr Alderton).

#### **21/117 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 two 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 Teare/seconded Cllr Thompson).

**21/118 Appoint members of existing committees – Resolved** to appoint Councillors Poolford, Richardson and Wilson. Residents Ben Thurlow and Tanya Thurlow, as members of the Gatehouse Lake Committee (proposed Cllr Swan/seconded Cllr Thompson).

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

**21/119 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.
- (g) Traffic Issues: Councillors Holtby, Richardson and Thompson.

**Resolved** to re-affirm the above appointments (proposed Cllr Sibley-Calder/seconded Cllr Poolford).

**21/120 Standing Orders and Financial Regulations – Resolved** to adopt the documents, as presented (proposed Cllr Richardson/seconded Cllr Thompson).

**21/121 Appoint an Internal Auditor – Resolved** to appoint Alan Johnson (proposed Cllr Richardson / seconded Cllr Swan).

**21/122 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 Thompson/seconded Cllr Richardson).

**21/123 Appoint representatives to External 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 appointment the above representatives (proposed Cllr Poolford/seconded Cllr Thompson).

**21/124 Review of inventory of land and other assets – Resolved** to adopt the Asset Register, as presented (proposed Cllr Swan/seconded Cllr Thompson).

**21/125 Insurance Cover – Resolved** to re-affirm the insurance policy for the period 1<sup>st</sup> October, 2020 to the 30<sup>th</sup> September, 2021 (minute 20/238 refers) (proposed Cllr Richardson/seconded Cllr Swan).

**21/126 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 Lock/seconded Cllr Wilson).

**21/127 Complaints Procedure – Resolved** to adopt the procedure, as presented (proposed Cllr Richardson/seconded Cllr Alderton).

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

**21/128 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 Swan/seconded Cllr Poolford).

**21/129 Press and Media Policy – Resolved** to adopt the policy, as presented (proposed Cllr Teare/seconded Cllr Thompson).

**21/130 Disciplinary Policy – Resolved** to adopt the policy, as presented (proposed Cllr Swan/seconded Cllr Alderton).

**21/131 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 expenditure of S137 for 2020-21 was within the Council's annual limit. Section 137 Expenditure Limit for 2021-22 was £15,583.73.

**21/132 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 Swan/seconded Cllr Teare).

**21/133 Date and Time of Meetings – Resolved** that meetings were to be held on the 4<sup>th</sup> Wednesday of each month, with the following exceptions: in general, there was no meeting in August and in December the meeting was held on the 3<sup>rd</sup> Wednesday. All meetings to commence at 7.00 pm (proposed Cllr Lock/seconded Cllr Thompson).

There being no further business, the Meeting closed at 7.25 pm.

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