

## Hutton Cranswick Parish Council

### Minutes of the Annual Meeting of the Parish Council, held on the 25<sup>th</sup> May, 2022. The Meeting was held at the WI Hall and commenced at 7.15 pm.

**Present:** Councillors: Alderton, Holtby, Kelly, Poolford, Richardson (in the Chair), Sibley-Calder, Mrs Simpson, Swan, Teare, Wilkinson. Ward Councillor: Evison. Parishioners: One

**Apologies for absence:** Councillors: Ingham, Lock, Thompson. Ward Councillors: Dewhirst, Owen.

The Clerk recorded the minutes.

**22/100 Election of a Chairman** – Cllr Richardson was proposed by Cllr Teare, seconded by Cllr Sibley-Calder and duly elected as Chairman. Cllr Richardson signed the Declaration of Acceptance.

**22/101 Election of a Vice Chairman** – Cllr Thompson was proposed by Cllr Richardson, seconded by Cllr Swan and duly elected.

**22/102 Register of Interests** – Councillors to review and confirm their Register of Interests are up to date.

**22/103 Minutes** – **Resolved** that the Minutes of the Meeting of the Council held on the 27<sup>th</sup> April, 2022 be approved and signed as a correct record (proposed Cllr Alderton/seconded Cllr Sibley-Calder).

**22/104 Committee minutes** – All minutes had been approved.

**22/105 Committee recommendations** – All recommendations had been considered and actioned.

**22/106 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 Swan/seconded Cllr Poolford).

**22/107 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 twice 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 Poolford/seconded Cllr Swan).

Signed.....



Date.....

22.06.22

**22/108 Appoint members of existing committees – Resolved** to appoint Councillors Poolford, Richardson and Holtby. Residents Clive Lester, Ben Thurlow and Tanya Thurlow, as members of the Gatehouse Lake Committee (proposed Cllr Alderton/seconded Cllr Sibley-Calder).

**22/109 Appoint new committees –** No new committees required.

**22/110 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 Swan/seconded Cllr Sibley-Calder).

**22/111 Standing Orders and Financial Regulations – Resolved** to adopt the documents, as presented (proposed Cllr Richardson/seconded Cllr Alderton).

**22/112 Appoint an Internal Auditor –** It was noted Public Sector Audit had been appointed as the internal auditor for 2022-23 (minute 22/080 refers).

**22/113 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).

**22/114 Appoint representatives to External Bodies:**

- (a) In Bloom: Councillor Mrs Simpson (Monthly update).
- (b) Hutton Cranswick Sports and Recreation Association: Councillors Ingham and 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 Swan/seconded Cllr Holtby).

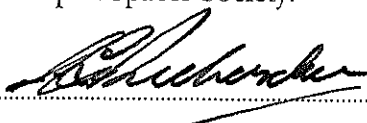
**22/115 Review of inventory of land and other assets – Resolved** to adopt the Asset Register, as presented (proposed Cllr Swan/seconded Cllr Poolford).

**22/116 Insurance Cover – Resolved** to re-affirm the insurance policy for the period 1<sup>st</sup> October, 2021 to the 30<sup>th</sup> September, 2022 (minute 21/217 refers) (proposed Cllr Richardson/seconded Cllr Sibley-Calder).

**22/117 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) Fields in Trust.
- (d) The Open Spaces Society.

Signed.....



Date.....

22.06.22

**Resolved** to make the above subscriptions (proposed Cllr Richardson/seconded Cllr Alderton). It was agreed not to renew the subscription to the Society of Local Council Clerks (SLCC).

**22/118 Complaints Procedure – Resolved** to adopt the procedure, as presented (proposed Cllr Swan/seconded Cllr Mrs Simpson).

**22/119 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 Mrs Simpson).

**22/120 Press and Media Policy – Resolved** to adopt the policy, as presented (proposed Cllr Swan/seconded Cllr Mrs Simpson).

**22/121 Disciplinary Policy – Resolved** to adopt the policy, as presented (proposed Cllr Swan/seconded Cllr Mrs Simpson).

**22/122 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.

The expenditure (£14,700.00) was within the Limit of Expenditure (£15,583.73) for S137 spend in 2021-22. Section 137 Limit of Expenditure for 2022-23 was £16,131.78.

**22/123 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 Sibley-Calder).

**22/124 Date and Time of Meetings – Resolved** to hold meetings 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 except for the May meeting which would commence at 7.30 pm (proposed Cllr Richardson/seconded Cllr Poolford).

There being no further business, the Meeting closed at 7.30 pm.

Signed.....



Date 22.06.22