

Hutton Cranswick Parish Council

Minutes of the Annual Meeting of the Parish Council, held on the 17th May, 2023. The Meeting was held at the WI Hall and commenced at 7.15 pm.

Present: Councillors: Alderton, Holtby, Ingham, Jones, Richardson (in the Chair for min 23/101), Sibley-Calder, Swan, Teare, Thompson (in the Chair from min 23/102). Ward Councillor: Dewhirst. Parishioners: 2.

Apologies for absence: Councillors: Kelly, Mrs Simpson. The Clerk recorded the minutes.

23/101 Election of a Chairman – Cllr Thompson was proposed by Cllr Richardson, seconded by Cllr Swan and duly elected. Cllr Thompson signed the Declaration of Acceptance.

23/102 Election of a Vice Chairman – Cllr Richardson was proposed by Cllr Thompson, seconded by Cllr Teare and duly elected. Cllr Richardson signed the Declaration of Acceptance.

23/103 Declarations of Acceptance of Office – All other Councillors present signed the Declaration of Acceptance of office. Cllrs Kelly and Mrs Simpson had signed the Declaration earlier.

23/104 Declarations of Pecuniary and Non-Pecuniary Interests – There were no declarations.

23/105 Election 4th May, 2023 – The Election result was Uncontested, with the following elected as a Parish Councillor for Hutton Cranswick: Richard Alderton, Thomas Holtby, Lynda Ingham, Steve Jones, Joanne Kelly, Stephen Richardson, Ian Sibley-Calder, Gina Simpson, Richard Swan, Melvyn Teare and Russell Thompson. There were two vacancies. Councillors were reminded to submit a Return of Election Expenses and Declaration and provide to the Clerk a Register of Interests Form.

23/106 Minutes – Resolved that the Minutes of the Meeting of the Council held on the 26th April, 2023 be approved and signed as a correct record (proposed Cllr Swan/seconded Cllr Teare).

23/107 Committee minutes – All minutes had been approved.


23/108 Committee recommendations – All recommendations had been considered and actioned.

23/109 Delegations – (a) Gatehouse Lake Committee as an Advisory Committee and (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 Ingham).

23/110 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.

Signed.....



Date..... 28th June 2023

Resolved to re-affirm the above Terms of Reference (proposed Cllr Teare/seconded Cllr Swan).

23/111 Appoint members of existing committees – Resolved to appoint Councillors Richardson and Holtby. Residents Clive Lester, Ben Thurlow and John Poolford as members of the Gatehouse Lake Committee (proposed Cllr Sibley-Calder/seconded Cllr Thompson).

23/112 Appoint new committees – No new committees required.

23/113 Appoint members of Working Groups

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

Resolved to make the above appointments (proposed Cllr Swan/seconded Cllr Thompson).

23/114 Standing Orders – Resolved to adopt the documents, as presented (proposed Cllr Thompson /seconded Cllr Swan).

23/115 Financial Regulations – Resolved to adopt the documents, as presented (proposed Cllr Thompson /seconded Cllr Alderton).

23/116 Appoint an Internal Auditor – Resolved to re-appoint Public Sector Audit as the internal auditor for 2023-24 (proposed Cllr Thompson/seconded Cllr Sibley-Calder).

23/117 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 Swan).

23/118 Appoint representatives to External Bodies:

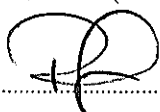
- (a) In Bloom: Councillor Mrs Simpson (Monthly update).
- (b) Hutton Cranswick Sports and Recreation Association: Councillor Ingham (Monthly Update).
- (c) Beverley & North Holderness Internal Drainage Board: Councillor Richardson (ERYC appointment), (Update following a Board Meeting).
- (d) East Riding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

Resolved to appointment the above representatives (proposed Cllr Thompson/seconded Cllr Richardson).

23/119 Review of inventory of land and other assets – Resolved to adopt the Asset Register, as presented (proposed Cllr Thompson/seconded Cllr Sibley-Calder).

23/120 Insurance Cover – Resolved to re-affirm the insurance policy for the period 1st October, 2022 to the 30th September, 2023 (minute 22/214 refers), (proposed Cllr Thompson/seconded Cllr Teare).

Signed.....



Date 28th June 2023

23/121 Council's and/or staff subscriptions to other bodies – Resolved to continue the Membership to East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA), but not to renew the subscription to the Campaign to Protect Rural England (CPRE), Fields in Trust and The Open Spaces Society (proposed Cllr Thompson/seconded Cllr Alderton).

23/122 Complaints Procedure – Resolved to adopt the procedure, as presented (proposed Cllr Thompson /seconded Cllr Swan).

23/123 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 Thompson /seconded Cllr Swan).

23/124 Press and Media Policy – Resolved to adopt the policy, as presented (proposed Cllr Thompson/seconded Cllr Swan).

23/125 Disciplinary Policy – Resolved to adopt the policy, as presented (proposed Cllr Thompson /seconded Cllr Swan).

23/126 Expenditure under Section 137 (1) of the Local Government Act 1972 – 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 (£12,762.81) was within the Limit of Expenditure (£16,131.78) for S137 spend in 2022-23. Section 137 Limit of Expenditure for 2023-24 was £18,191.76.

23/127 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 Thompson).

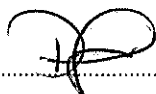
23/128 Periodic Receipts Register – Resolved to adopt the Register, as presented (proposed Cllr Thompson /seconded Cllr Richardson).

23/129 General Power of Competence – The guidance was noted.

23/130 Date and Time of Meetings – Resolved to hold meetings 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 held on the 3rd Wednesday. All meetings to commence at 7.00 pm except for the Annual Meeting in May which would commence at 7.15 pm and the Ordinary Meeting in May commence at 7.30 pm (proposed Cllr Swan/seconded Cllr Alderton).

There being no further business, the Meeting closed at 7.41 pm.

Signed.....



Date... 28th June 2023