

HAXEY PARISH COUNCIL

Minutes from the Annual Meeting of the Parish Council held at 7pm on Tuesday 22nd May, 2018 at The Foreman Carter Centre, Westwoodside.

Present: Cllrs Allcock, Carlile, Condliff, Cooke, Fiddler, Henwood, Knowles, Orton & Whitehead.

Also Present: Deb Hotson – Parish Clerk & 7 residents.

Chairman: Cllr Knowles presided.

1. **To elect a Chairman and to sign Declaration of Acceptance of Office.**
It was resolved that Cllr Knowles is re-elected as Chair to the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Fiddler. All in favour. Cllr Knowles signed the Declaration of Acceptance of Office.
2. **To elect a Vice Chairman**
Cllr Knowles stated that as all were aware, Cllr Harris was still in recovery from a serious illness and he had received an email that morning from Cllr Harris pledging his allegiance to the Parish Council. There are further hospital trips to be undertaken but Cllr Harris is hoping to return to the Parish Council after July. The Clerk & Chairman are keeping Mr Harris up to date with Council business. It was agreed that another Vice Chair should be elected until Cllr Harris returns.
It was resolved that Cllr Condliff is elected as Vice - Chair to the Parish Council. The proposal was made by Cllr Whitehead and seconded by Cllr Henwood. All in favour.
3. **To elect an ERNLCCA Representative**
It was resolved that Cllr Knowles is re-elected to represent the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Whitehead. All in favour.
4. **To elect a representative for Haxey Memorial Hall**
It was resolved that Cllr C Lindley is re-elected to represent the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Condliff. All in favour.
5. **To elect a representative for Haxey Playing Field Association**
It was resolved that Cllr Harris is re-elected to represent the Parish Council. The proposal was made by Cllr Fiddler and seconded by Cllr Whitehead. All in favour.
6. **To elect a representative for the Haxey Parochial Church Council (Churchyard only)**
It was resolved that Cllr Foreman is re-elected to represent the Parish Council. The proposal was made by Cllr Whitehead and seconded by Cllr Henwood. All in favour.
7. **To elect a representative for the Axholme South Neighbourhood Action Team**
It was resolved that Cllr Carlile and Cllr Booth are re-elected to represent the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Orton. All in favour.
8. **To elect a representative for the NLC Town & Parish Council Liaison meeting.**
It was resolved that Cllrs Knowles, Cooke & Carlile are re-elected to represent the Parish Council. The proposal was made by Cllr Henwood and seconded by Cllr Orton. All in favour. Any member of Haxey Parish Council and the Clerk may attend the meetings.
9. **To elect 2 voting delegates for the ERNLLCA District Committee Meetings.**
It was resolved that Cllrs Carlile & Cooke are re-elected representatives (only 2 to vote). Proposed by Cllr Allcock, seconded by Cllr Orton. All in favour.
10. **To elect 3 members for the Joint Advisory Committee with the Lincolnshire Wild Life Trust regarding the Turbary Land**
It was resolved that Cllrs Allcock, Knowles & Smedley are re-elected to represent the Parish Council. The proposal was made by Cllr Carlile and seconded by Cllr Henwood. All in favour.
11. **To elect members for Haxey Parish Council's Land Working Party**
It was resolved that the LWP was open to all members of the Council to attend. Cllrs Booth, Carlile, Harris, Smedley, Knowles & Cooke would form the main group. Proposed by Cllr Condliff, seconded by Cllr Henwood. All in favour.
12. **To elect members for the Haxey Parish Council Planning Working Party**
It was resolved that the Planning Working Party was open to all members of the Council to attend. Cllrs Carlile, Knowles, Harris & Cooke are elected to represent the Parish Council as the Planning Committee core members. The proposal was made by Cllr Fiddler and seconded by Cllr Henwood. All in favour.
13. **To elect members for the Finance Committee**
It was resolved that Cllrs Knowles, Booth, Fiddler, Harris & Condliff (quorum 3) are re-elected to represent the Parish Council on the Finance Committee. The proposal was made by Cllr Whitehead and seconded by Cllr Orton. All in favour.
14. **To elect members for Westwoodside Playing Field Management Committee**
It was resolved that Cllrs Booth, Cooke, Carlile, Foreman, Henwood & Knowles are elected to represent the Council on the WPPFA Management Committee with the Chairman and Vice Chairman as the Ex-Officio Members. Proposed by Cllr Condliff, seconded by Cllr Allcock. All in favour.

Date: 26th June, 2018

Signed:

15. **To elect members for the Personnel Committee**

It was resolved that Cllrs Knowles, Booth & Allcock are re-elected to represent the Parish Council on the Personnel Committee (quorum 3). The proposal was made by Cllr Condliff and seconded by Cllr Whitehead. All in favour.

16. **To elect a representative for the CPRE**

It was resolved that Cllr Allcock is re-elected to represent the Parish Council. The proposal was made by Cllr Carlile and seconded by Cllr Henwood. All in favour.

17. **To elect representatives for the Parish Plan/Neighbourhood Plan Working Party**

It was resolved that Carlile, Knowles, Smedley, Allcock, Orton & Cooke are re-elected to represent the Parish Council. The proposal was made by Cllr Henwood and seconded by Cllr Whitehead. All in favour.

18. **To elect representatives for the Awards / Website Working Party**

It was resolved that Cllrs Carlile, Knowles, Fiddler, Orton & Cooke are elected to represent the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Whitehead. All in favour.

19. **To elect representatives for the Library Working Party**

It was resolved that Cllrs Allcock, Knowles, Lindley & Smedley are elected to represent the Parish Council. The proposal was made by Cllr Condliff and seconded by Cllr Carlile. All in favour.

20. **To elect representatives for the Community Emergency Plan Working Party**

It was resolved that Cllrs Cooke, Carlile, Henwood & Knowles are elected to represent the Parish Council. The proposal was made by Cllr Whitehead and seconded by Cllr Orton. All in favour.

21. **To confirm representatives for the Combined Charity**

It was resolved that Cllrs Booth; Orton & Smedley represents the Parish Council. The proposal was made by Cllr Whitehead and seconded by Cllr Fiddler. All in favour.

22. **To confirm representatives for the Endowed School Charity**

It was resolved that Cllrs Lindley, Foreman, Knowles, Orton & Booth represent the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Condliff. All in favour.

23. **To elect representatives for the Isle of Axholme Physically Handicapped Society**

It was resolved that Cllr Condliff is elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Whitehead. All in favour.

24. **To elect a representative for Westwoodside Village Hall**

It was resolved that Cllr Booth is re-elected to represent the Parish Council. The proposal was made by Cllr Allcock and seconded by Cllr Fiddler. All in favour.

25. **To elect representatives to the Allotment Association**

It was resolved that Cllrs Booth, Condliff & Knowles are elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Allcock. All in favour.

26. **To elect representatives to the Parish Path & Bridleway and Axholme Heritage Partnership (AHP) Working Group**

It was resolved that Cllrs Condliff, Fiddler, Smedley and Whitehead are elected to represent the Parish Council. Cllrs Allcock, Carlile and Knowles are ex – officio members. The proposal was made by Cllr Orton and seconded by Cllr Carlile. All in favour. Item 27 was AHP and have been combined.

28. **To elect representatives for the Planting Working Group**

It was resolved that Cllr Booth; Lindley & Cllr Smedley are elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Allcock. All in favour.

29. **To elect representatives for the Beacon Working Group**

It was resolved that Cllrs Booth; Knowles & Cllr Harris are elected to represent the Parish Council. The proposal was made by Cllr Henwood and seconded by Cllr Allcock. All in favour.

30. **To review and approve Standing Orders.**

It was resolved that the Standing Orders are approved.

31. **To review and approve Financial Regulations.**

It was resolved that the Financial Regulations are approved.

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

It was resolved that the Asset Register is approved.

33. **To review and approve the H & S and Financial Risk Assessment policy.**

It was resolved that the Financial Risk Assessment Policy is approved.

34. **To review and approve a Complaints Procedure.**

It was resolved that the Complaints Procedure is approved.

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

It was resolved that the procedure for handling requests made under the Freedom of Information Act 2000 is approved.

36. **To adopt the documentation relating to the General Data Protection Regulation 2018.**

It was resolved that all the policies are approved.

37. **To review and approve the Terms of Reference (TORs) for Committees / Working Parties.**

It was resolved that the TOR's are approved.

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

It was resolved that the policy is approved.

39. **To review and approve the Co-option Policy.**
It was resolved that the policy is approved.
40. **To review and approve the Child Protection Policy.**
It was resolved that the policy approved.
41. **To review and approve the Vulnerable Adult Policy.**
It was resolved that the policy is approved.
42. **To review and approve the Disciplinary & Grievance Procedure**
It was resolved that the procedure is approved.
Items 30-42 were proposed by Cllr Orton and seconded by Cllr Henwood. All in favour.
43. **To adopt the Annual Assertions Pro forma Policy.**
It was resolved that the policy is approved. Proposed: Cllr Whitehead, seconded: Cllr Carlile. All in favour.
44. **To review and approve the Members and Officers Protocol.**
It was resolved that the policy is approved. Proposed: Cllr Whitehead, seconded: Cllr Carlile. All in favour.
45. **To review and approve the Community Emergency Plan.**
Item deferred as further investigations need to be undertaken.
46. **To adopt the Reserves Policy.**
It was resolved that the policy is approved and adopted. Proposed: Cllr Orton, seconded: Cllr Carlile. All in favour.
47. **To set the dates of the ordinary Parish Council Meetings 2018/19.**
Dates have been approved.
48. **To confirm that all members have reviewed their Register of Interests.**
The Clerk will send out the current ROIs for members to check they are up to date.
49. **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 – to accept the above. Proposed: Cllr Orton, seconded: Cllr Condliff. All in favour.

.....Chairman