

## HAXEY PARISH COUNCIL

Minutes from the Annual Meeting of the Parish Council held at 6.30pm on Tuesday 21<sup>st</sup> May, 2019 at The Foreman Carter Centre, Westwoodside.

Present: Cllrs Bond, Booth, Carlile, Condliff, Foreman, Fiddler, Harris, Holgate, Knowles, Layton, Lindley, Orton, Parkin, Smedley & Thorpe.

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

Chairman: Cllr Knowles presided.

Cllr Knowles congratulated the new council.

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 Fiddler and seconded by Cllr Condliff. All in favour. Cllr Knowles signed the Declaration of Acceptance of Office.
2. **To receive all Declarations of Office from Members**  
All declarations received.
3. **To elect a Vice Chairman**  
It was resolved that Cllr Condliff is elected as Vice - Chair to the Parish Council. The proposal was made by Cllr Booth and seconded by Cllr Lindley.
4. **To elect an ERNLCCA Representative**  
It was resolved that Cllr Knowles and Cllr Carlile are elected to represent the Parish Council. The proposal was made by Cllr Condliff and seconded by Cllr Smedley. All in favour.
5. **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 Harris and seconded by Cllr Parkin. All in favour.
6. **To elect a representative for Haxey Playing Field Association**  
It was resolved that Cllr Bond is elected to represent the Parish Council. The proposal was made by Cllr Holgate and seconded by Cllr Harris. All in favour.
7. **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 Parkin and seconded by Cllr Lindley. All in favour.
8. **To elect a representative for the Axholme South Neighbourhood Action Team**  
It was resolved that Cllr Carlile and Cllr Parkin are elected to represent the Parish Council. The proposal was made by Cllr Holgate and seconded by Cllr Condliff. All in favour.
9. **To elect a representative for the NLC Town & Parish Council Liaison meeting.**  
It was resolved that Cllrs Knowles, Carlile, Holgate are elected to represent the Parish Council. The proposal was made by Cllr Booth and seconded by Cllr Lindley. All in favour. Any member of Haxey Parish Council and the Clerk may attend the meetings.
10. **To elect 2 voting delegates for the ERNLLCA District Committee Meetings.**  
Detailed in 4 above.
11. **To elect 3 members for the Joint Advisory Committee with the Lincolnshire Wild Life Trust regarding the Turbary Land**  
It was resolved that Cllrs Fiddler, Knowles, Parkin, Smedley & Thorpe are elected to represent the Parish Council. The proposal was made by Cllr Booth and seconded by Cllr Harris. All in favour. Clerk to arrange a meeting.
12. **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, Knowles & Smedley would form the main group. **Proposed by Cllr Holgate, seconded by Cllr Booth. All in favour.**
13. **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 (Chairman), Condliff, Harris, Holgate, Knowles & Lindley are elected to represent the Parish Council as the Planning Committee core members. The proposal was made by Cllr Fiddler and seconded by Cllr Bond. All in favour. .
14. **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 Parkin and seconded by Cllr Orton. All in favour.
15. **To elect members for Westwoodside Playing Field Management Committee**  
It was resolved that Cllrs Booth, Cooke, Carlile, Foreman, Knowles & Parkin are elected to represent the Council on the WPPFA Management Committee with the Chairman and Vice Chairman as Ex-Officio Members. Proposed by Cllr Holgate seconded by Cllr Lindley. All in favour.
16. **To elect members for the Personnel Committee**  
It was resolved that Cllrs Knowles, Booth & Harris are elected to represent the Parish Council on the Personnel Committee (quorum 3). The proposal was made by Cllr Condliff and seconded by Cllr Parkin. All in favour.
17. **To elect a representative for the CPRE**

Date: 25<sup>th</sup> June, 2019

Signed:

It was resolved that Cllr Layton is elected to represent the Parish Council. The proposal was made by Cllr Carlile and seconded by Cllr Parkin. All in favour.

18. **To elect representatives for the Parish Plan/Neighbourhood Plan Working Party**  
It was resolved that Cllrs Bond, Carlile, Condliff, Harris, Holgate Knowles, Layton & Orton are elected to represent the Parish Council. The proposal was made by Cllr Smedley and seconded by Cllr Booth. All in favour.
19. **To elect representatives for the Awards / Website Working Party**  
It was resolved that Cllrs Carlile, Knowles, Fiddler, Holgate & Orton are elected to represent the Parish Council. The proposal was made by Cllr Parkin and seconded by Cllr Thorpe. All in favour.
20. **To elect representatives for the Library Working Party**  
It was resolved that Cllrs Knowles, Lindley & Smedley are elected to represent the Parish Council. The proposal was made by Cllr Layton and seconded by Cllr Booth. All in favour.
21. **To elect representatives for the Community Emergency Plan Working Party**  
It was resolved that Cllrs Layton & Cllr Thorpe are elected to represent the Parish Council. The proposal was made by Cllr Booth and seconded by Cllr Orton. All in favour. Clerk to re-issue to the representatives to review for the next meeting.
22. **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 Booth and seconded by Cllr Fiddler. All in favour.
23. **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 Fiddler and seconded by Cllr Condliff. All in favour.
24. **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 Layton. All in favour.
25. **To elect a representative for Westwoodside Village Hall**  
It was resolved that Cllr Booth is elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Fiddler. All in favour.
26. **To elect representatives to the Allotment Association**  
It was resolved that Cllrs Bond, Booth, Condliff & Knowles are elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Holgate. All in favour.
27. **To elect representatives to the Parish Path & Bridleway and Axholme Heritage Partnership (AHP)Working Group**  
It was resolved that Cllrs Condliff, Fiddler, Holgate & Smedley are elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Carlile. All in favour.
28. **To elect representatives to the Axholme Heritage Partnership (AHP)Working Group**  
It was resolved that Cllrs Condliff, Fiddler, Holgate & Smedley are elected to represent the Parish Council. The proposal was made by Cllr Fiddler and seconded by Cllr Parkin. All in favour.
29. **To elect representatives for the Planting Working Group**  
It was resolved that Cllr Bond, Booth, Layton, Lindley & Cllr Smedley are elected to represent the Parish Council. The proposal was made by Cllr Orton and seconded by Cllr Parkin. All in favour.
30. **To elect representatives for the Beacon Working Group**  
It was resolved that Cllrs Booth, Foreman, Knowles & Cllr Harris are elected to represent the Parish Council. The proposal was made by Cllr Condliff and seconded by Cllr Carlile. All in favour.
31. **To elect representatives for the Westwoodside Park Pond.**  
It was resolved that Cllr Parkin is elected to represent the Parish Council. The proposal was made by Cllr Condliff and seconded by Cllr Carlile. All in favour. Clerk to forward any relevant information already collated by Alison Hunt-Siwy.
32. **To elect representatives for the Asset of Community Value Working Group.**  
It was resolved that Cllrs Booth, Carlile, Condliff, Holgate, Knowles & Cllr Harris are elected to represent the Parish Council. The proposal was made by Cllr Booth and seconded by Cllr Orton. All in favour.
33. **To elect representatives for the Military Memorial Working Group.**  
It was resolved that Cllrs Carlile, Condliff, Harris, Knowles & Cllr Thorpe are elected to represent the Parish Council. The proposal was made by Cllr Parkin and seconded by Cllr Layton. All in favour.
34. **To elect representatives for Over 70's Party.**  
It was resolved that Cllr Fiddler was elected as the Over 70's representative. The proposal was made by Cllr Parkin and seconded by Cllr Layton. All in favour.
35. **To review and approve Standing Orders.**  
It was resolved that the Standing Orders are approved.
36. **To review and approve Financial Regulations.**  
It was resolved that the Financial Regulations are approved.
37. **To review and approve the Community Emergency Plan.**  
It was resolved that the Clerk will issue to the representatives to review and bring back to the next meeting for approval.

38. **To review and approve the Asset Register.**  
It was resolved that the Asset Register is approved.
39. **To review and approve the H & S and Financial Risk Assessment policy.**  
It was resolved that the Financial Risk Assessment Policy is approved.
40. **To review and approve a Complaints Procedure.**  
It was resolved that the Complaints Procedure is approved.
41. **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.
42. **To review and approve the General Data Protection Regulation Policies.**  
It was resolved that all the policies are reviewed and approved.
43. **To review and approve the Terms of Reference (TORs) for Committees / Working Parties.**  
It was resolved that the TOR's are approved.
44. **To review and approve the Equal Opportunity Policy.**  
It was resolved that the policy is approved.
45. **To review and approve the Co-option Policy.**  
It was resolved that the policy is approved.
46. **To review and approve the Child Protection Policy.**  
It was resolved that the policy is approved.
47. **To review and approve the Safeguarding of Vulnerable Adult Policy.**  
It was resolved that the policy is approved.
48. **To review and approve the Disciplinary & Grievance Procedure**  
It was resolved that the procedure is approved.
49. **To adopt the Annual Assertions Pro forma Policy.**  
It was resolved that the policy is approved. **Proposed: Cllr Layton, seconded: Cllr Lindley. All in favour.**
50. **To review and approve the Members and Officers Protocol.**  
It was resolved that the policy is approved.
51. **To adopt the Reserves Policy.**  
It was resolved that the policy is approved and adopted.
52. **To adopt the Training Policy.**  
It was resolved that the policy is approved and adopted.
53. **To set the dates of the ordinary Parish Council Meetings 2019/20.**  
Dates have been approved.  
**Items 35-52 minus 49 were proposed by Cllr Fiddler and seconded by Cllr Condliff. All in favour.**
54. **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.
55. **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 Fiddler, seconded: Cllr Smedley. All in favour.**

The meeting closed at 7.15pm.

