

## **NEW HOLLAND ANNUAL MEETING of the PARISH COUNCIL**

Clerk to the Council: Deb Hotson

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Minutes of the Annual Parish Council meeting held at 6.40pm on Wednesday 19<sup>th</sup> May, 2021 at New Holland Community Centre, Barrow Road, New Holland.

Present: Cllr Graves, Cllr Hudson, Cllr Kelynack, Cllr Rank & Cllr Woodhead.

Also present: Ward Cllr Hannigan, 5 residents & Deb Hotson – Clerk to the Council.

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**1. Election of Chairman & to receive the Chairman's Declaration of Acceptance of Office**

**It was resolved that** Cllr N Woodhead is elected as Chairperson. The Declaration of Office was signed.

**2. Election of Vice – Chairman**

**It was resolved that** Cllr G Booker is elected as Vice – Chairperson.

**3. Election of other Officers & Committee Representatives**

**It was resolved that** Cllr Graves and Cllr Hudson are the Safer Neighbourhoods Action Team Representatives.

**It was resolved that** Cllr N Graves and Cllr Rank are the Rail & Transport Representative.

**It was resolved that** Cllr Woodhead is the Recreation Committee Representative.

**It was resolved that** Cllr Woodhead & Cllr N Graves are elected as the 2 voting delegates to attend the ERNLLCA District Committee meetings.

**It was resolved that** Cllrs G Booker, Kelynack & Woodhead are elected as members of the Personnel Committee.

**It was resolved that** Cllr Rank is the General Asset Risk Assessment check list and Cllrs G Booker to carry out the Health & Safety and Risk Assessment for the Centre.

**4. To approve the Internal Audit for 2021/22**

Richard Dixon was approved to be the Internal Audit for 2021/22.

**5. To review and approve the Community Emergency Plan.**

Clerk to amend with new Councillors details and circulate for approval at the next meeting.

**6. To review and approve Reserves Policy.**

**It was resolved that** the Reserves Policy is reviewed and approved.

**7. To review and approve Scale of Charges.**

**It was resolved that** the Scale of Charges are approved and accepted.

**8. To review and approve the Members and Officers Protocol.**

**It was resolved that** the Members and Officers Protocol is approved.

**9. To review and approve Standing Orders and Financial Regulations**

**It was resolved that** the Standing Orders and Financial Regulations are reviewed and approved.

There is a 2020 Standing Orders version that has just been released. Clerk to send round for approval at the next meeting.

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

**It was resolved that** the Asset Register is reviewed and approved.

**11. To review and approve the Code of Practice CCTV**

**It was resolved that** the Code of Practice CCTV is approved with no amendments. Cllr Booker will be the representative if any requests are received from Humberside Police.

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- 12. To review and approve the H & S & Financial Risk Assessment policy**  
It was resolved that the policies are approved with no amendments.
- 13. To review and approve the Complaints Procedure**  
It was resolved that the Complaints procedure is approved with no amendments.
- 14. To review and approve the procedure for Scheme of Publication.**  
It was resolved that the policy is approved with no amendments.
- 15. To review and approve the General Data Protection Regulation 2018 policies.**  
It was resolved that all policies are reviewed and approved.
- 16. To review and approve an Equal Opportunity Policy.**  
It was resolved that the Equal Opportunity Policy is approved with no amendments.
- 17. To review and approve the Disciplinary and Grievance Hearing Procedure.**  
It was resolved that the procedure is approved with no amendments.
- 18. To review and approve the Terms of Reference of the Personnel Committee.**  
It was resolved that the TOR is approved with the relevant amendments.
- 19. To review and approve the Child Protection & Vulnerable Adults Policies.**  
It was resolved that the Vulnerable Adult Policy is approved with no amendments.  
It was resolved that the Child Protection Policy is approved with no amendments.
- 20. To review and approve Co-option Policy.**  
It was resolved that the Co-option Policy is approved.
- 21. To set the dates of the ordinary Parish Council Meetings for 2021/22.**  
It was resolved to accept the dates of the meetings. These are available on the website. These can be amended as and when necessary.
- 22. To confirm Register of Interests have been reviewed by all members.**  
Members confirmed that they have reviewed their ROIs.
- 23. To review and approve the Annual Return Assertions Pro forma Policy.**  
It was resolved that the Annual Assertions Pro forma Policy is accepted.
- 24. 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,

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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** – adopted and approved the delegated power.

### **25. 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 behalf of the Council as detailed below:**

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the clerk for making decisions on behalf of the council as and when appropriate. It is important that Local Councils ensure that they have an adequate Section 101 1972 LGA delegated authority in place. S101 requires formally agreed Terms of Reference by the Council. Decisions would then require the input of 2 members. It needs to be based in Terms of Reference (see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

Recommendations are that the Terms of Reference should be broad and the financial thresholds on the generous side that reflect the likely demands e.g., £1k per item or project and stipulate the input of at least 2 senior members. This model sees the Clerk taking on the executive role; whilst the Council, if and when it can meet, becomes more strategic in outlook around policy.

#### **Delegation of Power**

##### **To the Proper Officer and Responsible Finance Officer LGA 1972 s101**

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed:

#### **To take action:**

- To take action on any issue that cannot wait until the next Parish Council meeting.
- The Clerk will address any need/resolution to all councillors by email with a strict timeline.
- Action taken should routinely be done with the input of at least two councillors, including the Chairman if available.
- If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.

#### **Financial thresholds:**

- To authorise expenditure on items where the Council within a budget approved by the Council has agreed the expenditure.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00
- To take any action regarding minor repairs (up to a cost of £1,000.00) and to report minor matters to the relevant authority.

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### **Record keeping**

- Record keeping and the maintenance of a solid trail (particularly around decision making in any form) should be retained in writing and reviewed and certified to ensure good documentary evidence. This is particularly important in the case of an s101 delegated authority.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation, and

### **Reporting back to full council**

- Shall be reported to the next available Council meeting.

**Resolved** – approve the process if and when required due to the uncertainty over the coming months. It was agreed that under the current Government guidelines meetings would revert back to Face to Face.

The meeting closed at 6.40pm.