

# **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 7.10pm on Wednesday 15<sup>th</sup> May, 2019 at New Holland Community Centre, Barrow Road, New Holland.

Present: Cllr Ascher, Cllr G Booker, Cllr O Booker, Cllr Graves, Cllr Hickman, Cllr Rank & Cllr Woodhead.

Also present: Cllr Clark, Cllr Wells, 7 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 L Ascher, Cllr N Graves and Cllr Rank are the Safer Neighbourhoods Action Team Representatives.  
**It was resolved that** Cllr L Ascher, Cllr N Graves and Cllr Rank are the Rail & Transport Representative.  
**It was resolved that** no representative was required at present for the Clay Pits.  
**It was resolved that** Cllrs Ascher & Woodhead are 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, N Graves & 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 2018/19**  
Richard Dixon was approved to be the Internal Audit for 2018/19.
5. **To review and approve the Community Emergency Plan.**  
Councillors to review the contents and provide the Clerk with any amendments for the next meeting.
6. **To review and approve Reserves Policy.**  
**It was resolve 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. Clerk to ensure all charges to be included.
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.
10. **To review and approve the Asset Register**  
**It was resolved that** the Asset Register is reviewed and approved. An up to date list of assets for the centre has been provided and as per the report received from the Internal Auditor the new Ikea tables will be added to the register and the AGAR amended to include.

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**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.

**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 handling requests made under the Freedom of Information Act 2000**

**It was resolved that** the FOI 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 and the New Holland Community Centre Committee.**

**It was resolved that** the TOR's are approved with no 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 a new model and is approved and adopted as provided by the Clerk prior to the meeting.

**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 2019/20.**

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.**

All ROI's to be with the Clerk within the next 7 days.

**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

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- 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** – adopted and approved the delegated power.

The meeting closed at 6.50pm.