

# Worlaby Parish Council

## Minutes of the Annual Meeting of the Parish Council

Minutes of the Annual Meeting of the Parish Council held at 6.30pm on Wednesday 5<sup>th</sup> May, 2021 via a Zoom platform.

**Present:** Cllr Bowles, Cllr D Empson, Cllr N Empson, Cllr Newton (Chair) & Cllr Speakman.

**Also Present:** 1 resident and 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 Newton is elected as Chairman. Cllr Newton signed the declaration.

Cllr Newton explained her current situation with regard to the progressive loss of her sight and due to this her husband would be assisting her with the day-to-day Parish Council reading and writing activities. Any confidential information the Vice Chair and the Clerk have agreed to assist and with that in mind Cllr Newton suggested that a replacement Chair is considered for when she is unable to carry out the duties.

2. **Election of Vice - Chairman**

**It was resolved that** Cllr Bowles is elected as Vice Chairman.

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

**It was resolved that the following representatives are elected: -**

- **Neighbourhood Watch & NATs** - Cllr Cave is elected as representative of Neighbourhood Watch and NATs.
- **Planning** – the Clerk takes the position for reporting on Planning issues.
- **Woodland Glade & Hollows** - Mr Jones retains the position as representative of the Woodland Glade & Hollows.
- **Gardening Team** - Cllr Newton & Cllr Bowles takes the positions as the 'Gardening Team' Representatives.
- **Low Villages Forum** - Cllr Cave & Cllr Newton takes the positions of Representatives for Low Villages Forum.
- **Neighbourhood Planning** – at present there is no need for any representatives as the plan is currently out for consultation.
- **Worlaby Playing Field Working Group** – Cllrs Bowles, D Empson & Newton are elected as representatives with a member of the Worlaby Recreation Committee.
- **ERNLLCA District Committee Meetings** – Cllr Cave and Cllr Newton takes the positions as Representatives to attend the quarterly meetings.
- **Personnel Committee** – Cllr Bowles & Cllr Speakman takes the positions on the Committee. Once the vacancies are filled it is hoped a further councillor will join the Committee.
- **School Representative** – Cllr Newton is elected as School Representative.
- **Community Emergency Plan** – the Clerk will be responsible for updating the plan.
- **Asset Risk Assessment Checks** –
  - Cllrs D & N Empson – Pleasure Ground Play Area and Grounds, Bus Shelter – Low Road, Flag Pole, MUGA and playing fields, Fountain Corner.  
Cllr Cave will also take on the responsibility of raising the flags.
  - Mr Whitfield – War Memorial and Kiosk.
  - Mr Jones – Hollows and Woodland Glade.
  - Cllr Bowles - CCTV equipment.

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

Richard Dixon is approved as the Internal Auditor for 2021/22.

5. **To review and approve the Reserves Policy.**

**It was resolved that** the policy has been reviewed and approved.

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6. **To review and approve Standing Orders and Financial Regulations**  
**Resolved** – approval of both The Standing Orders and The Financial Regulations.
7. **To review and approve the Asset Register**  
**It was resolved that** the Asset Register has been reviewed and approved.
8. **To review and approve the Financial and H & S Risk Assessment policy**  
**It was resolved that** the policies have been reviewed with no amendments or additions.
9. **To review and approve the Complaints Procedure**  
**It was resolved that** the Complaints Procedure has been reviewed with no amendments or additions.
10. **To review and approve the CCTV Policy & Request form**  
**It was resolved that** the CCTV Policy and Request form has been reviewed with no amendments or additions.
11. **To review and approve the Members & Officers Protocol**  
**It was resolved that** the Members & Officers Protocol has been reviewed with no amendments or additions.
12. **To review and approve the Scheme of Publication Policy.**  
**It was resolved that** the policy has been reviewed and approved.
13. **To review and approve the GDPR Policies.**  
**It was resolved that** the Policies has been reviewed with no amendments or additions.
14. **To review the Equal Opportunities Policy**  
**It was resolved that** the Equal Opportunity Policy has been reviewed with no amendments or additions.
15. **To review and approve The Community Emergency Plan**  
The Plan will be reviewed and updated once the vacancies have been filled.
16. **To review and approve the Disciplinary and Grievance procedure**  
**It was resolved that** the Disciplinary and Grievance procedure has been reviewed with no amendments or additions.
17. **To review and approve the Terms of Reference of the Emergency Management Committee and the Personnel Committee**  
**It was resolved that** the TOR's have been reviewed and will be amended to reflect the changes. All Cllrs to be included on the Emergency Management Committee.
18. **To review and approve the Child Protection Policy.**  
**It was resolved that** the Child Protection Policy has been reviewed with the agreed amendments.
19. **To review and approve the Adult Safeguarding Policy.**  
**It was resolved that** the Vulnerable Adult Policy has been reviewed with the agreed amendments.
20. **To review and approve the Co-option Policy.**  
**It was resolved that** the Co-option Policy has been reviewed with no amendments or additions.
21. **To review and approve the Media Policy.**  
**It was resolved that** the Media Policy has been reviewed with no amendments or additions.

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22. **To review and approve the Annual Return Assertions Pro forma Policy**

**It was resolved that** the Annual Return Assertions pro forma policy has been reviewed with no amendments or additions.

23. **To set the dates of the ordinary Parish Council Meetings for 2021/22.**

**Resolved** - dates have been set – these can be re-arranged if necessary.

24. **To confirm all Councillors have reviewed their Register of Interests**

Cllrs confirmed they had reviewed their ROI's.

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 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** – adoption approved.

26. **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.

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- 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.

### **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** – delegation approved.

Clerk to put all reviewed procedures on to the website.

The meeting closed at 6:55pm