

ELSHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Clerk to the Council: Deb Hotson

Telephone: 0784 220 1877

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Minutes of the Annual meeting of the Parish meeting held on Tuesday 15th May, 2018 at 6.45pm at the Village Hall, Church Lane, Elsham.

Present: Cllr Busby, Cllr Dunn, Cllr Evison (Chair), Cllr Guest, Cllr Harness,
Cllr Van Oosterhout & Cllr Taylor.

Also Present: 1 resident, Cllrs C & N Sherwood, R Waltham & Clerk to the Council – Deb Hotson

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

It was resolved that Cllr Evison is elected as Chairman. Cllr Evison signed the Declaration of Acceptance of Office.

2. Election of Vice - Chairman

It was resolved that Cllr Van Oosterhout is elected as Vice-Chairman.

3. Election of other Officers and Committee Representatives and to agree terms of reference

It was resolved that the following representatives were elected: -

Neighbourhood Watch & NATs - Cllr Van Oosterhout will take on the role as representative.

Elsham Nature Reserve – Cllr Van Oosterhout will take on the role as representative.

Elsham Play Area – Cllr Evison will take on the role as representative.

Website – Cllr Guest will take on the role as representative.

LVF – Cllr Taylor and Cllr Harness were elected as the representatives.

Personnel Committee – Cllr Van Oosterhout, Cllr Evison & Cllr Guest are to be the representatives.

Asset Risk Safety Checks – Cllr Van Oosterhout, Cllr Evison & Cllr Harness are to be the representatives.

2 voting representatives to attend the ERNLLCA District Committee Meetings – Cllr Evison & Cllr Van Oosterhout.

4. To approve the Internal Auditor for 2018/19

Richard Dixon was approved for the Internal Audit.

5. To adopt a Reserves Policy

It was resolved that the policy was approved and adopted with the agreed amendments.

6. To review and approve the Members and Officer Protocol

It was resolved that the protocol was approved.

7. To review and approve Standing Orders and Financial Regulations

It was resolved that the Standing Orders and Financial Regulations are approved. There was a 2018 Standing Order document which will be reviewed at the next Parish Council meeting.

8. To review and approve the Asset Register

It was resolved that the Asset Register is approved.

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

It was resolved that both policies are approved.

10. To approve a Complaints Procedure

It was resolved that the Complaints procedure is approved.

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11. **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.
12. **To review and approve the Equal Opportunity Policy**
It was resolved that the Equal Opportunity Policy is approved.
13. **To review and approve the Co-option Policy**
It was resolved that the Co-option Policy is approved.
14. **To review and approve the Community Emergency Plan**
Cllr Van Oosterhout requested information update from members and this will be circulated and approved at the next meeting.
15. **To review and approve the Child Protection & Vulnerable Adult policies**
It was resolved that the policies are approved.
16. **To review and approve the Annual Return Assertions pro forma Policy**
Resolved – approval of the Policy.
17. **To review a progress report on the General Data Protection Regulation 2018**
The Clerk is currently working on the documentation and this will be ready for approval at the next meeting.
18. **To review and approve the Personnel Committee Terms of Reference**
Resolved – approval of the Personnel Committee TOR.
19. **To review and approve the Disciplinary & Grievance Procedure**
Resolved – approval of the Procedure.
20. **To set the dates of the ordinary Parish Council Meetings for 2018/19.**
Resolved - approval of the dates of the Ordinary meetings – these can be amended if and when necessary.
21. **To confirm all Cllrs have reviewed their Register of Interests**
Members to provide the ROI to the Clerk by the end of the month if there are any changes.
22. **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.

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This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.

Resolved – approve the process

The meeting closed at 7pm.