

# ELSHAM PARISH COUNCIL

Parish Clerk – Louise Price  
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## Minutes of the Annual Meeting of Elsham Parish Council held on Tuesday 27<sup>th</sup> May 2025 commencing at 6.45pm, at the Village Hall, Elsham

Present: Chair - Cllr Sandra Van Oosterhout  
Cllr Andrew Horner, Cllr Steve Moir and Cllr Deborah Damary-Thompson  
Clerk – Holly Hanson

Six members of the public attended.

### **APCM25/26 – 0501      Apologies**

- a) There were no apologies.

### **APCM25/26 – 0502      Election of Chairman**

- a) It was proposed by Cllr Horner and seconded by Cllr Moir that Cllr Van Oosterhout remain as Chairman. All were in favour.

### **APCM25/26 – 0503      Election of Vice-Chairman**

- a) It was proposed by Cllr Van Oosterhout and seconded by Cllr Damary-Thompson that Cllr Horner remain as Vice-Chairman. All were in favour.

### **APCM25/26 – 0504      Declarations of Interest**

- a) Cllr Van Oosterhout declared an interest in item APCM25/26 Item 0506 – Stevenson and Julian charity.

### **APCM25/26 – 0505      Elections of Committees/Working Group Representatives**

- a) Cllr Van Oosterhout proposed that this item be deferred to the June meeting in view of the fact that the Council were due to co-opt after the Annual Parish Council meeting. Cllr Damary-Thompson seconded this proposal and all were in favour.

### **APCM25/26 – 0506      Stevenson and Julian Charity Trust Fund**

Cllr Van Oosterhout left the meeting.

- a) Cllr Damary-Thompson proposed the Council support the Stevenson and Julian charity to the same level as 2024 and proposed an annual donation of £500. Cllr Moir seconded this proposal. All were in favour. Cllr Van Oosterhout returned to the meeting.

### **APCM25/26 – 0507      Responsibilities for Asset Inspections**

- a) Cllr Van Oosterhout proposed that this item be deferred to the June meeting in view of the fact that the Council were due to co-opt after the Annual Parish Council meeting. Cllr Damary-Thompson seconded this proposal and all were in favour.
- b) Cllr Van Oosterhout proposed that the meeting be stopped to allow a member of the public to speak. Cllr Horner seconded this and all were in favour. The resident stated that the Salt Bin at Astley Corner had no shovel in it. The Clerk will check who it belongs to. The meeting was re-opened.

### **APCM25/26 – 0508      Policies and Procedures**

- a) Standing Orders 2025 – reviewed and approved
- b) Financial Regulations 2025 – reviewed and approved
- c) Child Protection Policy – reviewed and approved

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- d) Member and Officer Protocol – reviewed and approved
  - e) Health and Safety Policies – the Clerk to write a Risk Assessment for Home working – reviewed and approved
  - f) Safeguarding Vulnerable Adults Policy – reviewed and approved
  - g) Equal Opportunities Policy – reviewed and approved
  - h) Complaints Procedure – reviewed and approved
  - i) Disciplinary and Grievance Procedure – reviewed and approved
  - j) Financial Reserves Policy – reviewed and approved
  - k) NLC Code of Conduct Policy - reviewed and approved
  - l) Scheme of Publication Policy – reviewed and approved
  - m) General Data Protection Regulation Policies – reviewed and approved
  - n) Co-Option Policy – reviewed and approved
  - o) Community Emergency Plan – this will need updating with additional Councillor details but the Council agreed to approve it with the information added
  - p) Asset Register – this had been circulated and was approved but will be added to the June Agenda
  - q) TORS for Committees and Working parties – reviewed and approved
  - r) Environmental Sustainability and Biodiversity Policy – reviewed and approved
  - s) Freedom of Information and Right of Access Policy – reviewed and approved
  - t) Sexual & General Harassment Policy – reviewed and approved
  - u) All members have reviewed their Register of Interests - confirmed
  - v) To resolve that the Council utilises its powers under the LGA 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 an extension in time to consider the application from the planning authority
    - b) The Chairman is unavailable to convene an extra-ordinary meeting, or circumstances are such that convening of any extra-ordinary meeting is impractical. The Clerk will contact ALL Councillors, where available, to confirm they are content with the response before submission.
- Proposed by Cllr Damary Thompson, Seconded by Cllr Lilley. All in favour. This was approved.

## **APCM25/26 – 0509      Meeting dates 2025/2026**

Full Council meetings will be held on the following dates:

17<sup>th</sup> June 2025, 15<sup>th</sup> July 2025, 16<sup>th</sup> September 2025, 21<sup>st</sup> October 2025, 18<sup>th</sup> November 2025, 20<sup>th</sup> January 2026, 17<sup>th</sup> February 2026, 17<sup>th</sup> March 2026

The Annual Parish Meeting 2026 will be held on 21<sup>st</sup> April 2026

## **APCM25/26 – 0510      Elsham Leader Scale of Charges**

- a) The Leader was discussed and it was proved to be beneficial to residents. It was agreed to continue publishing the Leader and to charge £10 per advert for 1/3<sup>rd</sup> of the back page. It was agreed to increase the delivery payment to £25 backdated to the April 2025 edition.

Meeting closed 7.02pm.