

MINUTES

HACONBY & STAINFIELD PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

WEDNESDAY 17TH MAY 2017 FOLLOWING ANNUAL PARISH MEETING

Present: Councillors Brian Blackbourn, Jonathan Blackbourn, Philippa Dixon-Warren, Richard Dixon-Warren, David Winn

Temporary Clerk – Mrs Wendy Gray

LCC Councillor – Martin Hill

Also in attendance – Sue Woolley, 3 members of the public

1. **Election of Chairman** – Cllr P Dixon-Warren proposed Cllr D Winn as Chairman, seconded Cllr J Blackbourn, all in agreement.
2. **Chairman's Declaration and Acceptance** – Cllr D Winn accepted, documentation completed and signed.
3. **Fill Councillor Vacancies by Co-option.**
 - a) Mr D Bailey – Cllr R Dixon-Warren proposed, seconded Cllr B Blackbourn, all in agreement that Mr D Bailey be co-opted onto the Parish Council.
 - b) Mrs C Gutsell – Cllr P Dixon-Warren proposed, seconded Cllr J Blackbourn, all in agreement that Mrs C Gutsell be co-opted onto the Parish Council.
4. **Election of Vice Chairman** – Cllr B Blackbourn proposed Cllr R Dixon-Warren as Vice Chairman, seconded Cllr D Winn, all in agreement. Documentation completed and signed.
5. **Review Committees** – Agreed part way through last year needed a committee(s) re the following:

Confirm agreement made part way through 2016 to appoint committees for Allotments and Churchyard Maintenance (have a committee in waiting to develop relationship with PCC). Agreed additionally to appoint committees for the Bus Shelter and to review Parish Clerk contract and job description'.
6. **Review Inventory of Land and Assets** – ongoing.
7. **Appoint Representatives to Outside Bodies** – Cllrs D Winn and B Blackbourn (Neighbourhood Plan), Cllr R Dixon-Warren (Police).
8. **Consider Payment of Annual Subscriptions** – LALC, Black Sluice and Insurance – **all in agreement that annual subscriptions should be paid.**
9. **Adopt / Review:**
 - a) Code of Conduct.
 - b) Standing Orders.
 - c) Policies:
 - 1) Allotments

- 2) Casual Vacancies
- 3) Claims for Travel and Subsistence Expenses
- 4) Communications and Social Media
- 5) Equality and Diversity
- 6) Finance Regulations
- 7) Freedom of Information Requests
- 8) Grievances and Complaints
- 9) Health & Safety
- 10) Parish Clerk – to follow
- 11) Risk Assessment
- 12) Shooting Rights

Cllr Winn thanked Cllr R Dixon-Warren for taking the time to go through all of the above documents and incorporating into one single document – we now have a complete set of policies required, in addition this information can be put into a guide on how the Parish Council works etc. By approving the document, the Parish Council will adopt the document with the information that it contains. **Cllr B Blackburn proposed, Cllr J Blackburn seconded that the document be adopted, all in agreement.**

10. **Forecast of Meetings 2017-18** – agreed to study revised dates etc and policies for inclusion on website.

11. **Conclusion of meeting:** meeting closed at 7.50 p.m.

Approved: *Signed on original*

Councillor David Winn (Chairman)