

HEMINGFORD ABBOTS PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 4 May at 7:30pm On-Line Meeting Only

Present

Parish Councillors: Bridget Flanagan (Chair)
John Peters (Vice Chair)
Marcus Whewell
Zoe Ryall
Christine Nicol

Clerk: Mrs Maxine Blewett
County and District Councillors: None

Members of the Public: None

MINUTES

14. **Election of Chairman**

The outgoing Chair Bridget Flanagan (BF) opened the meeting. BF explained she would not be seeking re-election and stood down from her role as Chair, confirming she would remain as Councillor in 2021-22. Cllr John Peters (Vice) invited nominations for the role of Chair, and **it was RESOLVED** that Cllr Marcus Whewell be elected Chair of the Council and that his **Declaration of Office** would be signed and witnessed by the Clerk as soon as possible.

MW acknowledged BF's expertise and support during her years as the Chair and for her continuing contribution to PPC as Councillor. MW commented on how HAPC and the wider community had been fortunate to have benefited from her commitment to improving village life.

15. **Apologies**

HDC and CCC Councillors sent apologies for their absence due to other work commitments.

16. **Election of Vice Chair**

JP advised the Council he would not be seeking re-election as Vice Chair but would be continuing as Councillor in 2021-22. MW invited nominations for the role of Vice Chair, and **it was RESOLVED** that Cllr Zoe Ryall be elected Vice Chair.

17. **Meetings 2021-2022**

It was RESOLVED that the dates for the Ordinary Meetings of the Parish Council in 2021-22 are as follows:

26th May 2021, 28th June 2021, 26th July 2021, 20th September 2021, 25th October 2021, 22nd November 2021, 24th January 2022, 28th February 2022, 28th March 2022, 25th April 2022 and Wednesday 25th May 2022 at 7.00 pm for the Annual Parish Meeting followed by the Annual Parish Council Meeting at 7.30pm

18. **Councillors' Declaration of Disclosable Pecuniary and Other Interests**

To receive Declarations of Disclosable Pecuniary and Other Interests from members, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

None declared.

19. **Public Participation Session**

No public present.

20. **Outgoing Chair's Report**

BF referred Councillors to her written report (attached to the minutes) and added that it had been a privilege to work with everyone. BF also encouraged HAPC to seek new Councillors in the coming year to help take forward the real progress achieved in the last 12 months.

21. **Minutes of the previous meeting**
Due to the short timescale between this meeting and the last PC meeting on 26 April, **it was RESOLVED** to defer the approval of the Minutes until the next PC Meeting on 26 May.
22. **Matters arising from the previous meetings and reports from Clerk and Cllrs.**
Clerk – The damaged gate on the Bailey Bridge has been reported to CCC. JP assisted with the grid reference for the damaged safety barriers, which is being dealt with by CCC. There has been no response from the owner of the Old Shell Garage in respect of the concrete blocks which had been moved out of place. BF advised that Highways have put red cones and a blue arrow along the side of the concrete blocks to stop lorries parking in the entrance to the site (along the A1307).
BF thanked the Clerk for reporting the fly-tipping which had been promptly removed.
ZR had no further update on the Website Project.
BF confirmed that Glyn Mould had done a superb job of restoring the Village Signs and these were now ready to be put back out. **It was RESOLVED** to put back the Rideaway sign and for BF to investigate the repositioning of the other sign to enable ease of access by the public.
MW advised that the LHI project had been confirmed by Highways and HAPC are awaiting a date for the work to begin.
23. **Parish Councillors' areas of Responsibility and Representatives to outside bodies 2021-22**
It was RESOLVED that the following areas of responsibility and representation are as follows:
- BF – **HAPC's representative on the Ouse Valley Trust**
And to writing the Parish Council entry in the Parish Magazine
HAPC – **Administrative Trustees of the Playing Field**
CN - **HAPC's representative on the Village Hall Committee**
- CN, JP & BF – **HAPC's Personnel Committee**
24. **Review and confirmation of Council Administration**
It was RESOLVED to approve the following policies and procedures:
- 24.1 Policy & procedure document control
24.2 Standing Orders
24.3 Financial Regulations
24.4 Inventory of land and assets
24.5 Risk Assessment and arrangements for insurance cover in respect of all insured risks
(Clerk to check with Insurer on the regularity of playground equipment inspections needed to maintain insurance Cover and update the policy again if necessary)
24.6 Complaints Procedure
24.7 Freedom of Information Schedule
24.8 Freedom of Information Availability Schedule
24.9 Personnel Committee Terms of Reference
24.10 Grievance Procedure *(Clerk has updated the policy as requested - options on who to report a Grievance to)*
24.11 Code of Conduct
24.12 Dispensations Procedure Guide
24.13 Training Statement of Intent
24.14 Voluntary and Community Sector Grants Policy
24.15 Retention of Documents and Records Policy
24.16 Data Protection Policy *(Clerk has updated the 'who to contact' box with email address only)*
24.17 Information Protection Policy
24.18 Information Security Incident Policy
- Policies to be reviewed and agreed at the next PC Meeting:**
- 24.19 Social Media and Electronic Communication Policy
24.20 Removable Media Policy
25. **Finance**
- 25.1 **RESOLVED to confirm** Maxine Blewett as the Proper Officer
25.2 **RESOLVED to confirm** Maxine Blewett as the Responsible Finance Officer
25.3 **RESOLVED to confirm** BF, JP, CN and MW as signatories for banking purposes
(Clerk to arrange for MW to be added as Signatory) and Clerk and ZR as Inputters.
25.4 **RESOLVED to confirm** the Internal Auditor for financial year 2021-2022 is Michael Williamson
25.5 **RESOLVED to confirm** HAPC will continue with their affiliations/subscriptions for 2021-2022
(CAPALC, CPRE, SLCC, Great Ouse Valley Trust, Parish Online).

26.

Agenda items for the next meeting

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10 (2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion. Any business and payments to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

None.

27.

Date of next Meeting

Wednesday 26th May 2021 (Annual Parish Meeting)

Wednesday 26th May 2021 (May Parish Council Meeting)

Signed.....Chairman Date.....

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