



ANNUAL PARISH COUNCIL MEETING

05 May 2021 - 7.00pm

MINUTES

Present:

Councillors: Cllr. Ashton (Chair), Cllr. Murphy, Cllr. Hall, Cllr. Ward

Clerk and RFO: Mr S Baxter

Members of the public (MOP): None

Meeting commenced at 7.00pm

AGENDA ITEMS FOR DISCUSSION AND DECISION

1. Welcome to all Councillors and any members of the public sitting in observation

The Chair welcomed all and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

2. Apologies for absence from Councillors

There was an apology given to the Chair from Cllr Westin who was unfortunately unavoidably detained and couldn't attend the meeting. The reason for the absence was accepted by the Council and duly noted.

3. Minutes from Annual Meeting in 2020 – confirmation that as no meeting was held due to Covid-19 restrictions as thus there are no minutes

The Clerk stated that there was no Annual Meeting of the Parish Council in May 2020 due to the pandemic and government advice.

4. Minutes for the Annual Meeting on the 07 May 2019 – vote to agree that minutes are accurate

The Chair stated as far as he was aware only one of the Councillors present at the meeting were at the meeting two years ago and thus it may not possibly be appropriate to formally the agree the minutes as accurate as no-one can be sure.

The Clerk suggested that rather than agreeing as accurate, the council may consider a motion that accepts the minutes in their present form but with a note that they have not been agreed as accurate or inaccurate.

- *Motion to agree the motion that the minutes of the last Annual Meeting of the Parish Council on the 07 May 2019 was neither received as accurate nor inaccurate but that they are accepted as the version taken by the previous Clerk, was proposed, seconded and agreed unanimously. Motion carried.*



5. Election of Chair Person – nominations for the position of Chair of the Parish Council and vote

The Clerk asked for nominations for the Chair of the Council, that while it was not specified in legislation it was good practice.

Cllr Hall nominated Cllr Ashton and it was seconded by Cllr Ward. Cllr Ashton accepted the nomination

There was a full vote by the Councillors present.

- *The Councillors present voted through a majority to re-elect Cllr Ross Ashton as Chair; he was duly appointed as Chair of the Spaldington Parish Council.*

The Chair signed the Declaration of Acceptance of Office Document in front of the Clerk and Councillors via Zoom. This will be signed by the Clerk upon receipt of the document from the newly re-elected Chair.

6. Election of the Vice Chair Person – nominations for the position of Vice Chair and vote

The Clerk asked for nominations for the Vice Chair of the Council, that while it was not specified in legislation it was good practice.

The Chair nominated Cllr Hall, and it was seconded by Cllr Ward. Cllr Hall accepted the nomination.

There was a full vote by the Councillors.

- *The Councillors present voted through a majority to elect Cllr James Hall as Vice Chair; he was duly appointed as Vice Chair of the Spaldington Parish Council.*

Action by the Clerk – The signing of the Declaration of Acceptance will be requested to be signed by Cllr Hall – while it is not statutorily required it is good practice.

7. Agreement to adopt the current standing orders and the policies of the Council

The Clerk stated that while the Council's policies and the full standing orders will be reviewed later in the year by the Clerk, the Council does have to readopt them every year. These would be reviewed in December 2021.

- *Motion to agree the standing orders and the current policies of the Council was proposed, seconded and agreed unanimously. Motion carried.*

8. Discussion and formation of any committees of the Council (if any)

The Clerk stated that best practice advice from NALC was that the Council had a Finance Committee and Personnel Committee. This was to ensure that there was proper committee structure in place for the most essential Council operations. He did continue that as the Council only had five members it was



understandable that the council may feel that a Committee structure was not appropriate and that all Councils would consider all issues.

The Councillors discussed the options of the various Committees but as there was a consensus across the Council that as the amount of members was only five, they preferred that all decisions came to all Councillors.

Thus, there was no motion to formulate either a Finance or Personnel Committee.

9. Agreement to subscribe to any Advisory Bodies – specifically ERNLLCA

The Clerk stated that while it was of course the Council's prerogative in regards to the subscription, he advised strongly to retaining the subscription as ERNLLCA are a good source of information and help in regard to specific issues as well as providing training for Clerks and Councillors.

The Chair agreed that it did provide the Clerk with a source of help if needed as well as allowing a degree of confidence in any decisions on difficult topics.

- *Motion to agree that the Council continue to subscribe to ERNLLCA was proposed, seconded and agreed unanimously. Motion carried.*

10. Agreement of the frequency of the meetings of the Council - agreement of the meetings to be held on the first Monday of every month

The Chair stated that the normal course of monthly meetings of the Council was that they were the first Monday of every month. He appreciates that sometimes that means that a meeting day was scheduled on a bank holiday but that meetings could be rescheduled if it was agreeable by the Council.

The Clerk confirmed that the Schedule of the Meetings would come with a caveat that meetings may change upon direction of the Council but that this would be clearly identified on the website and noticeboard.

The Clerk continued that when the Scheme of Delegation to the Clerk starts on the 07 May 2021, it was his intention to INVITE the Councillors of the members of the community following the same schedule of meetings.

- *Motion to agree the frequency of the Full Council Meetings as the first Monday of every month was proposed, seconded and agreed unanimously. Motion carried.*

MEETING WAS CLOSED BY THE CHAIR AT 7.25PM.