

# Minutes of the annual meeting of Hoton Parish Council Meeting

## Held remotely via Zoom on Tuesday 4<sup>th</sup> May 2021 at 8pm

**In attendance:** Cllr Cassell (Chairman), Cllr Isbister (Vice-Chairman), Cllr Eady, Cllr Doherty, Cllr Dargie and Mrs Jarvis (Parish Clerk)

*The meeting commenced at 8.00 p.m.*

**42/21 To elect a chairman (and signing of the acceptance of office)**

**Resolved:** To elect Cllr Cassell as Chairman of the Council for 2021-22.

As the meeting was held virtually, the Acceptance of Office will be signed and witnessed by the clerk before the next meeting.

**43/21 To elect a vice-chairman**

**Resolved:** to elect Cllr Isbister as the vice-chairman of the Council for 2021-22

**44/21 To receive apologies for absence**

Borough Councillor Bokor and County Councillor Shepherd had sent their apologies.

**45/21 Declarations of interests:** disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, by parish councillors to items on the agenda.

Cllr Doherty informed the Council that she was now a volunteer for the Commonwealth War Graves Commission.

**46/21 To approve and sign the minutes of the parish council meetings held on 1 March, 8 March and 12 April 2021.**

Subject to the removal of the second sentence of 028/21 from the draft minutes of 1 March, circulated prior to the meeting, it was:

**Resolved:** to approve the minutes of these three meetings as a true and accurate record.

**47/21 To review the councillors' register of members' interests and update if required**

The clerk reminded councillors that any changes to their register of interests published on the borough council's website needed to be submitted to the monitoring officer. Cllr Doherty requested a form for the voluntary position declared under 45/21.

**48/21 To co-opt a councillor for Hoton**

No interest has been expressed. It was agreed that councillors should make informal approaches to residents once the lockdown eased.

**49/21 Borough Councillor's report**

No report had been received.

**50/21 County Councillor's report**

Cllr Shepherd had no specific items to report, but had been in correspondence with the clerk regarding acquiring HGV data through LCC.

**51/21 Questions and comments from members of the public (10 minutes)**

None

**52/21 To review the powers delegated to the clerk**

**Resolved:** To change the wording 'the Clerk shall report the action to the Council as soon as practicable thereafter'. should be changed to 'the Clerk shall report the action to the Chairman within two working days, and to the Council at the next meeting'.

**Resolved:** to change £499 to £499.99 to bring it in line with the Financial Regulations.

- 53/21 **To receive the quarterly inspection of the playing field report and agree any action arising**  
Cllr Isbister questioned the contents of the section of the report that referenced the willow tunnel.

**Resolved:** To receive the contents of the report.

- 54/21 **To appoint a committee to manage Hoton Playing Field**

**Resolved:** To appoint a committee to manage Hoton Playing Field.

Cllr Isbister voted against this motion.

- 55/21 **To approve the terms of reference and delegated powers for the Hoton Playing Field Committee**

The clerk had circulated written advice suggesting changes to the Terms of Reference drafted by Cllr Doherty, particularly to tighten the purpose and scope of the functions of the committee. This advice is filed with the minutes.

**Resolved:** To approve the Terms of Reference without any changes, except to set the number of non-councillors at six and that all grant applications must be approved by the full Council.

Cllr Isbister voted against the motion to accept the terms.

**Resolved:** To review the functioning of the Committee and Terms of Reference in three months.

- 56/21 **To appoint councillor members to the Playing Field Committee**

**Resolved:** To appoint Cllr Eady, Cllr Doherty and Cllr Dargie to the Playing Field Committee

- 57/21 **To review the terms of reference for the Speed Reduction Working Party, the Mobile Phone Reception and Broadband Working Party, the Playing Field Working Party, the Village Improvement Working Party, the Burial Ground Working Party and the HGV Reduction Working Party**

**Resolved:** To approve the terms of reference for the HGV Reduction Working Party, formed at the last meeting.

**Resolved:** To continue with the terms of reference of all other working parties without changes.

- 58/21 **To appoint members of:**

**a) The speed reduction working party**

**Resolved:** No changes

**b) The burial ground working party**

**Resolved:** No change

**c) The HGV reduction working party**

**Resolved:** To appoint Cllrs Eady, Cllr Cassell and Mr Richard Evetts

**d) The playing field working party**

This working party was disbanded due to the appointment of a committee for this purpose.

**e) Mobile phone and broadband reception working party**

This working party is dormant

**f) The village improvement working party**

**Resolved:** No changes

- 59/21 **To approve the revisions to the Standing Orders**

The clerk requested this item be deferred until the outcome of discussions at national level were known in relation to virtual meetings.

- 60/21 **To review and adopt the Financial Regulations**  
**Resolved:** To change increase £499 in clause 4.4 to £499.99
- 61/21 **To review and adopt the Council's policies and procedures**  
**Resolved:** To adopt the Council's policies and procedures without changes.  
The clerk will check if the Grievance policy meets current standards.
- 62/21 **To review the Council's membership of other bodies and approve the cost of membership**  
**Resolved:** to continue with membership of LRALC, NALC, LRPFA, RCC and CPRE.
- 63/21 **To appoint a representative to attend the Annual General Meeting of LRALC**  
**Resolved:** To appoint Cllr Doherty as the Council's representative.
- 64/21 **To review the asset register and agree action on repairs**  
The notice boards have been repainted by Cllr Eady.  
The playing field items will be looked at by the Playing Field Committee.  
Cllr Doherty said she would like to look at the bus shelters.
- 65/21 **To review and confirm the arrangements for insurance cover**  
The clerk reported that she had found BHIB a useful source of information and easy to contact for answers to queries. As the council is mid-way through a three-year agreement and it was  
**Resolved:** to continue with BHIB as insurance providers
- 66/21 **To agree the date, time and place of ordinary meetings of the full Council for the year ahead**  
Meetings will be held on the following dates: 28 June, 6 September and 1 November 2021, 10 January, 7 March and 9 May 2022.
- 67/21 **To receive the clerk's report**  
The clerk reported on a number of items she had dealt with, including Freedom of Information requests. The report is filed with the minutes.
- 68/21 **Business**  
**a) To receive other councillors' reports – for information only**  
None  
**b) To agree to the clerk carrying forward annual leave**  
Following discussions, it was  
**Resolved:** to allow the clerk to carry forward a maximum of 5 days annual leave. All remaining leave must be taken before the leave year end.  
**c) To agree the arrangements for monitoring the defibrillator**  
**Resolved:** To appoint Mr and Mrs Gane to make monthly checks and record these on the national database, which the clerk will check has been updated when writing her report for meetings.
- 69/21 **Finance**  
**a) To agree and sign the end of year bank reconciliation and Summary of Accounts for 2020/21**  
**Resolved:** To approve the above documents, which were signed by the chairman.  
**b) Financial update**  
No bank statement had been received since the year end reported above.  
**c) To approve the forecast of receipts and payments to the year end**  
**Resolved:** To approve the forecast of receipts and payments

**d) To decide if the subscription to Zoom should continue**

**Resolved:** To continue paying for Zoom

**e) To agree the payments due for the month**

Clerk's salary – standing order (April)	£282.36
Clerk's expenses – standing order (April)	£15.00
Mrs H Jarvis (Lighthouse fee March)	£18.08
Mrs H Jarvis (Zoom fee March& April)	£28.78
Clerk's overtime (paid 11 March)	£238.92
M&BG Playing Field (March and April)	£420.00
Clerk's salary – standing order (May)	£282.36
Clerk's expenses – standing order (May)	£15.00
Mrs H Jarvis (Lighthouse fee April)	£18.23
M&BG Burial Ground	£60.00
Data Protection Fee	£40.00
LRALC & NALC membership	£182.56
LRPFA membership	£30.00
BHIB insurance	£428.31
Mrs H Jarvis – salary adjustment	£224.81
Pest Problems Solved	£85.00
<b>Total</b>	<b>£ 2,369.41</b>

**70/21 To agree items for the press release**

Councillor vacancy, road closure, chairman's annual report, neighbourhood plan referendum results, thanks for responding to the survey, playing field committee and HGV working party.

**71/21 To receive agenda items for the next meeting**

The Green Spaces report

**72/21 The next meeting will be held on Monday 28<sup>th</sup> June 2021 at 8 p.m. in Hoton Village Hall, or virtually if permitted.**

*The meeting closed at 10.10 p.m.*

These minutes are a true and accurate record \_\_\_\_\_

Chairman

Date \_\_\_\_\_

Filed with the minutes:

Clerk's advice on the Playing Field Terms of Reference

Clerk's report