

**Hilgay Parish Council**

**Minutes of the extraordinary meeting of Full Council on Friday 01 May 2020 at 6pm**

Present:

**Hilgay Ward**

Cllr Peter Bates, Cllr Graham Carter, Cllr Peter Carter, Cllr Annabel Charlesworth, Cllr Elaine Hall, Cllr Gillian Harris and Cllr Jane Heatrick.

**Ten Mile Bank Ward**

Cllr Ryan Coogan and Cllr Peter Dornan

**Parish Clerk**

Ms Claire Dornan

**Other non-Council members present**

There were no members of the public present and no request had been received by the Clerk for the link to attend the meeting.

Members were given an explanation of how the Zoom meeting would proceed by the Clerk and the Clerk completed a role call to ensure everyone could be heard. Cllr Peter Bates and Cllr Peter Carter telephoned into the meeting and therefore could not be seen by the Clerk.

**1. Election of Chair**

Cllr Coogan proposed himself as Chair however there was no seconder.

**Proposed** Cllr Graham Carter                      **Seconded** Cllr Jane Heatrick

**'That Cllr Graham Carter be elected as Chair of Hilgay Parish Council'**

**All in favour**

**2. Declaration of Acceptance of Office from Chair – Local Government Act 1972 S.83(4)**

Cllr Graham Carter confirmed he had received the form by email and was signing the document.

Cllr Carter ran the meeting from this item.

**3. To receive Members' Apologies for Absence**

Apologies were received from Cllr Susan Annan (ill health), Cllr Ray Houghton (unable to access the meeting), Cllr Andy Greening (work).

**4. To receive Members' Declarations of Interest**

No declarations of interest were received.

5. **Election of Vice Chair**

Cllr Dornan proposed himself as Vice Chair but this was not seconded.

Proposed Cllr Coogan                                  Seconded                      Cllr Peter Carter

**'That Cllr Ryan Coogan be elected as Vice Chair of Hilgay Parish Council'**

**2 in favour**

Proposed Cllr Charlesworth                          Seconded                      Cllr Harris

**'That Cllr Annabel Charlesworth be elected as Vice Chair of Hilgay Parish Council.'**

**7 in favour**

Cllr Charlesworth was elected as Vice Chair of Hilgay Parish Council.

6. **Declaration of Acceptance of Office from Vice Chair – Local Government Act 1972 S.83(5)**

Cllr Charlesworth confirmed she had received the form by email and was signing the document.

7. **Appointment of Standing Committees and Working Parties**

Proposed Cllr Dornan                                  Seconded                      Cllr Charlesworth

**'That Hilgay Parish Council have no Standing Committees or Working Parties.'**

**All in favour**

8. **To fix the dates and times of Full Council for the coming year**

Proposed Cllr Dornan                                  Seconded                      Cllr Coogan

**'That Hilgay Parish Council hold their Full Council meeting on the first Thursday of each month at 7pm with the exception of August where there will be no meeting.'**

**All in favour**

9. **To fix the dates and times of Standing Committees for the coming year**

This item was not debated as per item 7.



**16. To adopt Standing Orders 2020/2021**

**Proposed Cllr Dornan                                      Seconded          Cllr Hall**

**'That the Model Standing Orders for 2020/2021 be adopted.'**

**All in favour**

**17. To adopt Financial Regulations 2020/2021**

**Proposed Cllr Dornan                                      Seconded          Cllr Coogan**

**'That the Model Financial Regulations for 2020/2021 be adopted.'**

**All in favour**

**18. To adopt the General Statement on Health and Safety**

**Proposed Cllr Dornan                                      Seconded          Cllr Coogan**

**'That the General Statement on Health and Safety be adopted.'**

**All in favour**

**19. To adopt Hilgay Cemetery Risk Assessment 2020/2023**

Cllr Charlesworth stated that she felt Council should have voted to remove the waste bin and prevention of using the water tap. Cllr Graham Carter stated it was a matter of Health and Safety and the action could not wait until 01 May 2020.

**Proposed Cllr Charlesworth                                      Seconded          Cllr Peter Carter**

**'That the Hilgay Cemetery Risk Assessment 2020 - 2023 and the Covid-19 Hilgay Cemetery Risk Assessment 2020 be adopted.'**

**All in favour**

It was requested that the Covid – 19 Hilgay Cemetery Risk Assessment be placed on the Full Council agenda from June 2020.

**20. To adopt Bridge Street Toilet Risk Assessment 2020/2023**

**Proposed Cllr Dornan                                      Seconded          Cllr Peter Carter**

**'That the Bridge Street Toilet Risk Assessment 2020 – 2023 be adopted.'**

**All in favour**

**21. To adopt Playground / Open Spaces Risk Assessment 2020/2023**

**Proposed** Cllr Dornan

**Seconded**

Cllr Heatrick

**'That the Playground / Open Spaces Risk Assessment 2020 – 2023 be adopted.**

**All in favour**

Cllr Peter Carter asked that Speed Awareness be placed on the June 2020 Full Council Agenda

Cllr Charlesworth asked that the Maintenance Officer complete another spray of the Flower Meadow.

Cllrs asked to be able to meet again in person if social distancing can be maintained with the use of the agenda being on a screen so no paper is present at the meeting. Cllr Carter agreed this could be investigated.

The Chair confirmed the next meeting was on 07 May 2020 and the agenda had already been published.

The Chair thanked everyone for attending and closed the meeting at 7:07pm

Chair

Dated