Page 1 01.05.2020 Virtual Meeting via Zoom.us

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. <u>Declaration of Acceptance of Office from Chair – Local Government Act 1972 S.83(4)</u>

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.

Page 2 01.05.2020 Virtual Meeting via Zoom.us

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. <u>Declaration of Acceptance of Office from Vice Chair – Local Government Act 1972 S.83(5)</u>

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.

Page 3 01.05.2020 Virtual Meeting via Zoom.us

10. To confirm Bank Signatories – currently Cllr Hall, Cllr G Carter and Cllr Houghton

Proposed Cllr Dornan Seconded Cllr Coogan

'That Hilgay Parish Council Bank signatories remain as two to sign for all amounts and the signatories remain as Cllr Elaine Hall, Cllr Graham Carter and Cllr Ray Houghton.'

All in favour

11. To approve the minutes of the meeting held on 22 April 2020

Cllr Hall felt the minutes were not a true record of the meeting asking for amendments to be made to page 2.

The Chair agreed a vote on the remainder of the minutes and agreed the minutes could be brought to a future meeting for full approval.

Proposed Cllr Hall Seconded Cllr Charlesworth

'That the inaccuracies on page 2 are to be removed and the remaining minutes approved.'

5 in favour 1 against 3 abstained as not present at the last meeting

12. Public Participation – 15 minutes allowed (3 minutes per individual)

There were no public present at the meeting.

Cllr Peter Bates left the meeting.

13. To adopt Staff Handbook 2020

This item was removed from the agenda by the Clerk as due to legal changes on 06 April 2020 there was insufficient time to update the draft handbook.

14. To adopt Staff Training Policy 2020/2021

Proposed Cllr Dornan Seconded Cllr Peter Carter

'That the Staff and Cllr Training Policy for 2020/2021 be adopted.'

All in favour

15. To adopt Emergency Staff Plan 2020/2021

Proposed Cllr Dornan Seconded Cllr Heatrick

'That the Emergency Staff Plan for 2020/2021 be adopted.'

All in favour

Page 4 01.05.2020 Virtual Meeting via Zoom.us

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

Page 5 01.05.2020 Virtual Meeting via Zoom.us

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