

## LOCKWOOD PARISH COUNCIL

### MINUTES OF THE 36th ANNUAL MEETING OF LOCKWOOD PARISH COUNCIL HELD ON THURSDAY 18th MAY 2017 AT 6.30pm IN LINGDALE VILLAGE HALL, MEADOWDALE COURT, LINGDALE.

#### PARISH COUNCILLORS PRESENT:

Cllr's M.Jefferson (Chairman); S.Young (Vice Chairman), A.Clayton, V.Davison, B.Hardy, D.Healey, C.Kingham, K Nolan and G.Robinson.

Members of the public; Cllr S.Kay (Ward Councillor for Lockwood)

Clerk: Mr M.P.Stone

#### 1. TO ELECT A CHAIRMAN OF THE PARISH COUNCIL FOR THE FOLLOWING MUNICIPAL YEAR.

Nominations were received for Cllr M Jefferson (proposed by Councillor Young, seconded by Councillor Davison).

No other nominations were received.

It was **resolved** that Cllr M Jefferson be elected as Chairman of the Council for the 2017-2018 municipal year.

#### 2. TO COMPLETE THE SIGNING OF THE 'DECLARATION OF ACCEPTANCE OF OFFICE' BY THE NEWLY ELECTED CHAIRMAN.

This was duly signed by Cllr M.Jefferson and countersigned by the Clerk Mr M.P.Stone.

#### 3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr M.Brown and Cllr A.Conroy. No apologies were received from Cllr P.Miller.

#### 4. TO ELECT A VICE CHAIRMAN OF THE COUNCIL FOR THE FOLLOWING MUNICIPAL YEAR.

Nominations were received for Cllr S.Young (proposed by Councillor Robinson, seconded by Councillor Kingham).

No other nominations were received.

It was **resolved** that Cllr S.Young be elected as Vice Chairman of the Council for the 2017-2018 municipal year.

#### 5. TO CONFIRM THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE AS OUTLINED IN SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1972.

Chair had requested that the allowance be increased. Clerk advised that there was no clear direction on the amount of the allowance as long as it was reasonable in relation to the amount of costs incurred by the chairman to carry out the role. Other local Town & Parish Councils were paying between £500 and £1,000. Budgeted amount for this year was £600 so any increase agreed now would have to be found from another budget.

It was proposed by Cllr Kingham and seconded by Cllr Nolan that the allowance be increased to £750 and reviewed at the budget setting meeting in January 2018.

It was **resolved** that the Chairman's Allowance be set at £750 for the 2017-2018 year.

#### 6. TO REVIEW AND ADOPT THE TERMS OF REFERENCE AND DELEGATION SCHEME.

Members noted the following changes within the document:-

- a. Rename Finance and Policy Committee as '*Finance, Personnel and Policy Committee*'.
- b. Amendment to delegated powers of Finance, Personnel and Policy Committee to read as follows: '*The Committee does not have delegated powers to make decisions on behalf of the council.*'

*All decisions will be recommended to full council for approval’.*

A discussion took place concerning the function of the Planning Committee. Cllr Kingham proposed that planning matters revert to being dealt with at full council meetings. Clerk advised that because of the 21 day response time for planning applications and the fact that council has recess in August and December, a response has to be made on a number of planning applications before they can be brought before a full council meeting. Additionally there is a time impact to consider if planning applications are to be properly discussed at full council meetings. **Resolved** that future planning applications would be sent out to all members and would be placed on the agenda for debate at full council meetings. Any planning application where objections are received from members of the public or councillors would be debated at a specially convened Planning Committee Meeting. If no objections are received before the response deadline Clerk would submit a ‘No Objection’ response to RCBC.

c. Planning Committee terms of reference amended to read that the committee deals with ‘*All planning applications where any objections are raised by councillors*’.

d. Addition of ‘*Public participation is permitted at Planning Committee meetings*’.

**Resolved** to adopt the Terms of Reference and Delegation Scheme with the amendments listed above (proposed by Cllr Robinson, seconded by Cllr Kingham).

## **7. TO APPOINT MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES.**

### **a. Allotment Committee. To appoint up to 7 members to the Allotment Committee as per the terms of reference for the committee and the members to elect a Chair and Vice Chair.**

Cllr Clayton proposed that the Allotment Committee, Chair and Vice-Chair remain unchanged. Cllr Hardy indicated that he would like to join the Allotment Committee. Cllr Miller was not present and had not expressed her wishes so members agreed that Cllr Hardy would take her place on the Allotment Committee.

The following members were proposed to sit on the Allotment Committee;

Cllr’s A.Clayton, V.Davison, B.Hardy, M.Jefferson, C.Kingham, G.Robinson and S.Young.

It was **resolved** that all of the above 7 members proposed be elected to serve on the Allotment Committee.

#### **Nominations for the position of Chair of the Allotment Committee.**

Nominations were received for Cllr M.Jefferson (proposed by Cllr Clayton, seconded by Cllr Robinson).

No other nominations were received.

It was **resolved** that Cllr M Jefferson be elected as the Chair of the Allotment Committee.

#### **Nominations for the position of Vice Chair of the Allotment Committee.**

Nominations were received for Cllr V.Davison (proposed by Cllr Clayton, seconded by Cllr Robinson).

No other nominations were received.

It was **resolved** that Cllr V.Davison be elected as Vice Chair of the Allotment Committee.

### **b. TO CONFIRM THE AMOUNT OF THE AMOUNT OF THE ALLOTMENT CHAIRMAN’S ALLOWANCE AS OUTLINED IN SECTION 15(5) of the Local Government ACT 1972.**

It was proposed by Cllr Clayton, seconded by Cllr Robinson that the allowance be maintained at £200.

It was **resolved** that the Allotment Committee Chairman’s Allowance be set at £200 for the 2017-2018 municipal year..

### **c. Finance, Personnel and Policy Committee. To appoint 5 members to the Policy and Finance Committee, one of whom will be the Parish Council Chairman as per the terms of reference for the committee.**

Cllr Clayton proposed that Finance, Personnel and Policy Committee remain unchanged,

Seconded by Cllr Nolan.

The following members were nominated: Cllr's A.Clayton, V.Davison, P.Miller and S Young. No other nominations were received.

It was **resolved** that the above 4 members plus the Chairman of the Parish Council would serve on the Policy and Finance Committee and that Chair and Vice-Chair of the Council would also be Chair and Vice-Chair of the Policy and Finance Committee.

**d. To consider any changes to the Cheque Signatories.**

The current signatories were Cllr's M.Jefferson, M.Brown, A.Clayton, S.Young and Parish Clerk M.Stone.

It was **resolved** that the Bank mandate would remain unchanged. The authorised cheque signatories would therefore be Cllr's M.Jefferson, M.Brown, A.Clayton, S.Young and Parish Clerk M.Stone.

**e. Planning Committee. To appoint 5 members to the Planning Committee, as per the terms of reference for the committee and the members to elect a Chair and Vice Chair.**

Cllr Young proposed that Planning Committee remain unchanged, seconded by Cllr Robinson.

The following members were proposed to sit on the Planning Committee;

Cllr's M.Brown, A.Clayton, V.Davison, M.Jefferson and C.Kingham

It was **resolved** that all of the above 5 members proposed be elected to serve on the Planning Committee.

**Nominations for the position of Chair of the Planning Committee.**

Nominations were received for Cllr A.Clayton (Proposed by Cllr Young, Seconded by Cllr Robinson).

No other nominations were received.

It was **resolved** that Cllr A.Clayton be elected as the Chair of the Planning Committee.

**Nominations for the position of Vice Chair of the Planning Committee.**

Nominations were received for Cllr C.Kingham (Proposed by Cllr Young, Seconded by Cllr Robinson).

No other nominations were received.

It was **resolved** that Cllr C.Kingham be elected as Vice Chair of the Planning Committee.

**f. Village Hall Management Committee. To appoint 5 to 7 members to the Village Hall Management Committee, as per the terms of reference for the committee. The Chair and Vice Chair to be elected at the first meeting of the committee.**

Cllr Nolan and Cllr Young expressed a wish to step down from the Village Hall Management Committee. Cllr Kingham expressed a wish to join the Village Hall Management Committee.

The following members were proposed by Cllr Robinson, seconded by Cllr Clayton to sit on the Village Hall Management Committee;

Cllr's A.Clayton, V.Davison, M.Jefferson, C.Kingham, P.Miller, and G.Robinson.

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Cllr's A.Clayton, V.Davison, M.Jefferson, C.Kingham, P.Miller, and G.Robinson.

It was **resolved** that all of the above 6 members proposed be elected to serve on the Village Hall Management Committee.

**8. TO APPOINT REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS**

**a. Cleveland Local Council's Association**

A nomination was received for Cllr A Clayton (proposed by Cllr Robinson, seconded by Cllr Nolan). No other nominations were received.

It was **resolved** that Cllr. A.Clayton would represent the council at the Cleveland Local Council's Association.

b. **North York Moors National Park – Northern Area Parish Forum.**

A nomination was received for Cllr. K Nolan (proposed by Cllr Robinson, seconded by Cllr Young. No other nominations were received.

It was **resolved** that Cllr. K Nolan would represent the council at the North York Moors National Park – Northern Area Parish Forum.

Cllr Nolan expressed a wish to resign from the Tees Valley Wildlife Trust. Clerk would make enquiries with the trust.

9. **TO APPOINT M.WASLEY CHAPMAN & CO AS INTERNAL AUDITORS FOR THE 2017-2018 FINANCIAL YEAR.**

Proposed by Cllr Young, Seconded by Cllr Clayton. **Resolved** that M.Wasley Chapman & Co be appointed as internal auditors for the 2017-2018 financial year.

10. **TO REVIEW AND ADOPT LOCKWOOD PARISH COUNCIL STANDING ORDERS.**

Clerk advised of a small amendment to remove a line of text from standing order 3c as highlighted in green on the draft document.

Cllr Kingham asked if Council had to accept the Standing Orders or could Council write their own.

Clerk advised that the standard document was prepared by NALC for the use of all Town and Parish Council's and contained the rules set out in law for running council meetings. Each Council could then add its own regulations. Members agreed that the Standing Orders document would be reviewed in detail at a future Policy Committee meeting during the year.

**Resolved** to adopt Lockwood Parish Council Standing Orders (2017 Edition) as presented (Proposed by Cllr Robinson, Seconded by Cllr Nolan).

11. **TO REVIEW AND ADOPT LOCKWOOD PARISH COUNCIL FINANCIAL REGULATIONS**

**Resolved** to adopt the Lockwood Parish Council Financial Regulations (2017 Edition) as presented (Proposed by Cllr Robinson, Seconded by Cllr Clayton).

12. **TO CONFIRM THE DATES AND TIMES OF PARISH COUNCIL MEETINGS AND COMMITTEE MEETINGS OF THE COUNCIL FOR THE FORTHCOMING MUNICIPAL YEAR.**

A list of diary dates for full council and committee meetings had been circulated to members.

a. **Meetings of the full Council.**

It was **resolved** that meetings would continue to be on the 3<sup>rd</sup> Thursday in the Month with summer recess in August and winter recess in December.

b. **Allotment Committee.**

It was **resolved** that meetings would continue on the 2<sup>nd</sup> Monday in the Month with recess in August and December.

c. **Finance, Personnel and Policy Committee.**

It was **resolved** that meetings would be held on the 2<sup>nd</sup> Thursday of July, October, January and April.

d. **Planning Committee**

It was **resolved** that meetings would be held on a Monday evening, if required, as determined by any planning applications where objections were received from Councillors.

Resolved to adopt the full calendar of Council Meeting Dates for the Municipal Year 2017 to 2018 as presented (Proposed by Cllr Robinson, Seconded by Cllr Nolan).

The meeting closed at 7.19pm

Signed:  
Cllr M.Jefferson (Chairman of the Council)

Dated: 15<sup>th</sup> June 2017

Signed:  
Mr M.P.Stone (Clerk to the Council)

Dated: 15<sup>th</sup> June 2017