

## LOCKWOOD PARISH COUNCIL

### MINUTES OF THE 38th ANNUAL MEETING OF LOCKWOOD PARISH COUNCIL HELD ON THURSDAY 9th MAY 2018 AT 12.30pm IN LINGDALE VILLAGE HALL, MEADOWDALE COURT, LINGDALE.

#### PARISH COUNCILLORS PRESENT:

Cllr's A.Clayton, A.Groves, C.Kingham, A.Slater and A Murray.

Members of the public: None

Clerk: Ms M.Kingham

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

Nominations were received for Cllr Slater (proposed by Councillor Murray, seconded by Councillor Kingham). A vote was taken and it was **resolved** that Cllr Slater be elected as Chairman of the Council for the 2019-2020 municipal year. All present **resolved** that this would be a revolving chair over the four year period.

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

This was duly signed by Cllr Slater and countersigned by the Clerk Ms M.Kingham.

#### 3. APOLOGIES FOR ABSENCE - None.

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

Nominations were received for Cllr Kingham (proposed by Councillor Groves, seconded by Councillor Murray). A vote was taken and it was **resolved** that Cllr Kingham be elected as Vice Chairman of the Council for the 2019-2020 municipal year.

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

It was agreed that the allowance remain unchanged at £750.

It was **resolved** that the Chairman's Allowance be set at £750 for the 2019-2020 year. The chair stated that due to his circumstances he did not want to take this as a personal allowance, he would prefer the funds to remain within the council accounts, but would use the £750 to fund projects that he thought worthy of support that were unlikely to get funding elsewhere. He named the Village Hall Bingo as his first such project and awarded the Village Hall £250 to help them get the bingo set up and running in order to provide funds to keep the hall running.

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

The terms of reference and delegation scheme relate to the proceedings and business of the council, they set out how we operate. It was **resolved** to adopt the Terms of Reference and Delegation Scheme (proposed by Cllr Clayton, seconded by Cllr Murray). Councillor

Kingham stated that it was important that all policies and procedures are reviewed and updated annually.

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

**a. Allotment Committee Members.**

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

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

Nominations were received for Cllr Groves (proposed by Cllr Kingham, seconded by Cllr Slater). No other nominations were received. It was **resolved** that Cllr Groves be elected as the Chair of the Allotment Committee.

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

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

**b. TO CONFIRM 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 Slater, seconded by Cllr Murray that the allowance be maintained at £200. It was **resolved** that the Allotment Committee Chairman's Allowance be set at £200 for the 2019-2020 municipal year.

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

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

**Nominations for the position of Chair of the Finance, Personnel and Policy Committee.**

Nominations were received for Cllr Murray (proposed by Cllr Kingham, seconded by Cllr Slater). No other nominations were received. It was **resolved** that Cllr Murray be elected as the Chair of the Finance, Personnel and Policy Committee.

**Nominations for the position of Vice Chair of the Finance, Personnel and Policy Committee.**

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

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

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

It was **resolved** that the Bank mandate would change. The authorised cheque signatories would therefore be Cllr's Slater, Murray, Clayton, Kingham and the Parish Clerk.

**e. Planning Committee. To appoint up to 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.**

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

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

Nominations were received for Cllr Clayton (proposed by Cllr Murray, seconded by Cllr Kingham). No other nominations were received. It was **resolved** that Cllr 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 Kingham. (proposed by Cllr Clayton, seconded by Cllr Murray). No other nominations were received. It was **resolved** that Cllr Kingham be elected as Vice Chair of the Planning Committee.

**f. Village Hall Management Committee. To appoint up to 5 members to the Village Hall Management Committee, as per the terms of reference for the committee.**

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

**Nominations for the position of Chair of the Village Hall Management Committee.**

Nominations were received for Cllr Clayton (proposed by Cllr Kingham, seconded by Cllr Murray). No other nominations were received. It was **resolved** that Cllr Clayton be elected as the Chair of the Village Hall Management Committee.

**Nominations for the position of Vice Chair of the Village Hall Management Committee.**

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

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

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

A nomination was received for Cllr. Clayton (proposed by Cllr Kingham, seconded by Cllr Groves. No other nominations were received.

**Resolved** that Cllr. 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. Murray (proposed by Cllr Kingham, seconded by Cllr Slater. No other nominations were received.

**Resolved** that Cllr. Murray would represent the council at the North York Moors National Park – Northern Area Parish Forum.

**c. Tees Valley Wildlife Trust**

It was **resolved** that this would be decided at the Parish Council meeting later once the co-opted councillors had been appointed.

**d. Sirius Foundation**

A nomination was received for Cllr. Kingham (proposed by Cllr Clayton, seconded by Cllr Murray. No other nominations were received.

**Resolved** that Cllr. Kingham would represent the council at the Sirius Foundation

**9. TO APPOINT M.WASLEY CHAPMAN & CO AS INTERNAL AUDITORS FOR THE 2019-2020 FINANCIAL YEAR.**

Proposed by Cllr Clayton, Seconded by Cllr Groves. **Resolved** that M.Wasley Chapman & Co be appointed as internal auditors for the 2019-2020 financial year.

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

Clerk advised that a new set of Standing Orders had been published last year and recently been adopted by the Council.

**Resolved** to adopt Lockwood Parish Council Standing Orders (2019 Edition) as presented (Proposed by Cllr Slater, Seconded by Cllr Kingham).

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

**Resolved** to adopt the Lockwood Parish Council Financial Regulations (2019 Edition) as presented.

(Proposed by Cllr Slater, Seconded by Cllr Murray).

**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. There would be no meeting in May due to the local elections on 2nd May 2019.

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

It was **resolved** that meetings would be held on the 2nd 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.

e. **Village Hall Committee**

To be discussed and arranged at the next Village Hall meeting.

**Resolved** to adopt the calendar of Council Meeting Dates for the Municipal Year 2019 to 2020 as presented.

The meeting closed at 13.30

Signed:

Dated: 9th May 2019

Cllr Slater (Chairman of the Council)

Signed:

Dated: 9th May 2019

Ms M.Kingham (Clerk to the Council)