

SOUTH FERRIBY PARISH COUNCIL

Parish Clerk – Holly Hanson

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Minutes of the Annual Meeting of South Ferriby Parish Council on Monday 23rd May 2023, commencing at 6.45pm at the Village Hall, South Ferriby.

Present: Cllr Roy Holloway, Cllr Noreen Cecil-Purvis, Cllr Vicky Wells, Cllr Cathy Logan.
Clerk – Holly Hanson

No Ward Councillors attended

No members of the public attended.

APCM23/24 – 0501 Election of Chairman

- a) Cllr Cecil-Purvis nominated Cllr Logan for the position of Chairman, and this was seconded by Cllr Wells. No other nominations were received, and Cllr HLogan was unanimously voted into office and the Declaration of Acceptance of Office signed and received by the Clerk.

APCM23/24 – 0502 Apologies

- a) Reasons for apologies were accepted from Councillors Mouncey and Bennett.

APCM23/24 – 0503 Declarations of Interest

- a) There were no declarations of interest on any agenda items
b) No dispensations given.

APCM23/24 – 0504 Election of Vice-Chairman

- a) Cllr Cecil-Purvis nominated Cllr Bennett for the position as Vice-Chairman and this was seconded by Cllr Holloway. No other nominations were received, and Cllr Bennett was unanimously voted into office.

APCM23/24– 0505 Internal Audit Report 2022/23

- a) Deferred to the June meeting as the Internal Audit Report had not been finalised

APCM23/24– 0506 Annual Governance Statement 2022/23

- a) Deferred to the June meeting as the Internal Audit Report had not been finalised

APCM23/24– 0507 Annual Accounting Statement 2022/23

- a) Deferred to the June meeting as the Internal Audit Report had not been finalised

APCM23/24– 0508 Election of Meeting Representatives

- a) Following discussion, Councillors were elected to represent the Parish Council at the following outside meetings and events:
i) Low Villages Forum Representative – All Councillors
ii) Police/NAT Committee Representative – All Councillors
iii) ERNLLCA District Committee Representatives(two) – Councillors Cecil-Purvis and Wells
b) To agree to formation/continuation of any committees and to further agree their functions and Terms and Reference
i) Cllr Cecil-Purvis will chair the Personnel Committee with Cllrs Bennet and Wells as members.

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Signed _____ Position _____ Date _____

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- a) Councillors reviewed and approved the Personnel Committee Terms of Reference
- ii) Cllrs Holloway and Mouncey to represent the Council on the Flowerbed Working Group.

APCM23/24 – 0509 Delegation of Responsibilities

- a) Councillors discussed devolution of responsibility for responding to planning applications to the Clerk due to the shortened timeframes for responses.

Resolved – To devolve responsibility for responding to planning applications to the Clerk in consultation with Councillors, arranging Extraordinary Meetings for further discussion as necessary.

APCM23/24– 0510 Responsibilities for Asset Inspections

- a) Councillors agreed the following Councillors will be responsible for inspecting the following assets:
 - i) MUGA, Play Area, Adult Gym Equipment and Container – Cllr Cecil-Purvis
 - ii) Playing Field – Cllr Logan
 - iii) Village Benches – Cllr Holloway
 - iv) Bus Shelter – Cllr Cecil-Purvis
 - v) Telephone Box – Cllr Cecil-Purvis
 - vi) Noticeboards – Clerk
 - vii) Salt Bins – Cllr Cecil-Purvis
 - viii) Litter Bins – Cllr Holloway
 - ix) Pinfold, Horse Pond and Flower Beds – Cllr Mouncey
 - x) Powell’s Mount - - Cllr Wells

APCM23/24– 0511 To approve the Internal Auditor for 2022/23

Councillors approved Brian Brooks as the Internal Auditor for the 2022/23 year.

APCM23/24 – 0512 Re-adoption of Code of Conduct and reminder of Register of Interests

Councillors unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had completed their Register of Interests

APCM23/24 – 0513 Policies and Procedures

- a) The Standing Orders were reviewed, approved, and adopted.
- b) The Financial Regulations were reviewed, approved, and adopted.
- c) The Child Protection Policy was reviewed and approved.
- d) The Member and Officer Protocol was reviewed and approved.
- e) The Health and Safety Policy was reviewed and approved.
- f) The Safeguarding Vulnerable Adults Policy was reviewed and approved.
- g) The Equal Opportunities Policy was reviewed and approved.
- h) The Complaints Procedure was reviewed and approved.
- i) The Disciplinary Procedure reviewed and approved.
- j) The Financial Reserves Policy was reviewed and approved.
- k) The Grievance Policy was reviewed and approved.
- l) The Risk Assessments were reviewed and approved.
- m) The Asset Register was reviewed and approved.
- n) The Insurance Provision was reviewed and approved

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APCM23/24 – 0514

To review and renew Parish Insurance

- a) Councillors reviewed the current insurance provision in line with the Asset Register and resolved to pay the renewal premium

APCM23/24 – 0515

Public Comment

None.