

# SOUTH FERRIBY PARISH COUNCIL

Parish Clerk – Ann Boulton

21 Hallam Close, Barrow upon Humber DN19 7FD

TEL: 07592 666058

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Minutes of the South Ferriby Annual Parish Council Meeting on **Monday 13<sup>th</sup> May 2024** held at **South Ferriby Village Hall**, Horkstow Rd, South Ferriby, Barton-upon-Humber DN18 6HS.

## Agenda

### APCM24/25 – 0501 Election of Chairman

To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office

**Resolved: To re-elect Cllr Cathy Logan**

### APCM24/25 – 0502 Apologies

To note apologies for absence.

**Apologies were received from Cllr Vicky Wells**

### APCM24/25 – 0503 Declarations of Interest

- To record declarations of interest by any member of the council in respect of the agenda items below. Members declaring interests should identify the agenda item and type of interest being declared. **None**
- To note any dispensations granted to any member of the council in respect of the agenda items listed below **None requested**

### APCM24/25 – 0504 Election of Vice-Chairman

To elect a Vice Chairman.

**Resolved: To re-elect Cllr Dewi Bennett**

### APCM24/25 – 0505 Internal Audit Report 2023/24

- Members to receive the Internal Audit Report for the year and note any recommendations

**Resolved: To note that owing to difficulties with the bank, this had not yet been prepared**

### APCM24/25 – 0506 Annual Governance Statement 2023/24

- Members to consider the Annual Governance Statement.
- Members to approve the Governance Statement.
- The signing and dating of the Governance Statement by the Chair and Clerk.

**Resolved: These items are carried forward to the June meeting (see 0505 above)**

### APCM24/25 – 0507 Annual Accounting Statement 2023/24

- Members to consider the Accounting Statement.
- Members to resolve the approval of the Accounting Statement.
- Accounting statement to be signed and dated by the Chairman. **See 0505 above**

### APCM24/25 – 0508 Election of Officers

- To elect Councillors to represent the Parish Council at outside meetings and events.
  - Low Villages Forum representative – **Cllr Holloway**
  - Police NATS committee representative – **all councillors as available**
  - ERNLLCA District Committee Representatives – **Cllrs Cecil-Purvis and V Wells**
- To agree to formation/continuation of any committees and to further agree their functions.
  - Personnel Committee – **Cllrs D Bennet, N Cecil-Purvis and V Wells**
    - To review and approve the Personnel Committee Terms of Reference  
**Approved**
  - Flowerbed Working Group – **Cllrs D Mouncey, N Cecil-Purvis, J Goff**

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## **APCM24/25 – 0509 Delegation of Responsibilities**

- a) To discuss delegation of responsibility for responding to planning applications to the Clerk and resolve any action **Resolved: To agree the delegation, subject to items raised during the meeting.**

## **APCM24/25 – 0510 Responsibilities for Asset Inspections**

- a) To agree Councillors who will be responsible for inspecting the following assets:
- i) MUGA, Play Area, Adult Gym Equipment and Container – **Cllrs C Logan and N Cecil-Purvis**
  - ii) Playing Field – **Cllrs C Logan and J Goff**
  - iii) Village Benches – **Cllrs R Holloway and D Grace**
  - iv) Bus Shelter – **Cllrs N Cecil-Purvis and D Bennett**
  - v) Telephone Box – **Cllrs N Cecil-Purvis and D Grace**
  - vi) Noticeboards- **Cllrs N Cecil-Purvis and Clerk**
  - vii) Salt Bins -**Cllr N Cecil-Purvis and N Ward**
  - viii) Litter Bins – **Cllrs R Holloway and N Ward. It was agreed to put litter bin locations on the interactive map.**
  - ix) Pinfold, Horse Pond and Flower Beds – **Cllrs V Wells and D Mouncey**
  - x) Powell's Mount – **Cllrs V Wells and D Grace**

## **APCM24/25 – 0511 To approve the Internal Auditor for 2024/25**

**Resolved: To re-appoint Brian Brooks as internal auditor**

## **APCM24/25 – 0512 Re-adoption of Code of Conduct and reminder of Register of Interests**

**Resolved: To note that no councillors had any changes to their Registers of Interests. To re-adopt the Code of Conduct.**

## **APCM24/25 – 0513 Policies and Procedures**

**Resolved: To note that the Clerk and Cllr Ward is updating the website policies entries. To approve the policies.**

- a) To review and approve the adoption of the amended Standing Orders.
- b) To review and approve the adoption of Financial Regulations.
- c) To review and approve the Child Protection Policy.
- d) To review and approve the Member and Officer Protocol.
- e) To review and approve the Health and Safety Policy.
- f) To review and approve the Safeguarding Vulnerable Adults Policy.
- g) To review and approve the Equal Opportunities Policy.
- h) To review and approve the Complaints Procedure
- i) To review and approve the Disciplinary Procedure
- j) To review and approve the Financial Reserves Policy
- k) To review and approve the Grievance Policy
- l) To review and approve the Risk Assessments.
- m) To review and approve the Asset Register.
- n) To review and approve Insurance Provision

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## **APCM24/25 – 0514**

### **To review and renew Parish Insurance**

- a) To review the current insurance provision in line with the Asset Register  
**Resolved: To note that the insurance is on a three year agreement.**
- b) To resolve payment of renewal premium **Resolved: To make the payment.**

## **APCM24/25 – 0515**

### **Public Comment**

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and the time will be restricted to 15 minutes maximum unless the council decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.

**None**