

Please note these are draft minutes of the meeting until confirmed as a true record by the Parish Council

Minutes of the meeting of Hundleby Parish Council held on 8th April 2024 at 7pm at the Parish Rooms Hundleby.

Present: Cllr Lynette Corten-Miller (chair)

Cllr Robert Bell
Cllr Christine Parker

Cllr Jenny Caitlin
Cllr Malcolm Dales

Cllr Philip Maddison
Cllr Tilsley

Also Present: Mr Joseph Roberts (Parish Clerk) and Cllr W Grey (LCC) Cllr W Grovner (ELDC)

171. Election of Chair

It was **RESOLVED** to elect Cllr Lynette Corten-Miller as Chair of Hundleby parish Council.

172. Election of Vice-Chair

It was **RESOLVED** to elect Cllr Philip Maddison as Vice-Chair of Hundleby Parish Council

173. Apologies for Absence

It was **RESOLVED** to accept apologies from Cllr Birkin

174. Declarations of interest under the Localism Act 2011

Cllr Bell declared an interest in agenda item 17.

175. Notes from Full Council Meeting.

It was **Resolved** to accept the minutes from the previous meeting.

176. Reports

a. Chair's Report

The Chair had nothing further to report following their annual report for the Annual Parish Meeting.

b. Parish Clerk's Report

The Clerk informed the council on recent correspondence and FOIs the Council had received. The clerk informed Council on the recent LALC training they had attended, as well as other admin work they had done.

177. Receive update from the Parish Rooms Working Party (PRWP)

The PRWP had nothing to report to Council.

178. Review and approve Standing Orders

It was **RESOLVED** to approve and adopt the Standing Orders

179. Review and approve Financial Regulations

It was **RESOLVED** to approve and adopt the Financial Regulations

180. Appoint members to the Finance Committee

It was **RESOLVED** to appoint Cllr Bell, Caitlin and Parker to the Finance Committee

181. Appoint members to the Human Resources Committee

It was **RESOLVED** to appoint Cllr Birkin, Caitlin and Tilsley to the Human Resources Committee

182. Appoint Lead Councillors

It was **RESOLVED** to appoint the following Councillors as Leads for the respective areas:

- a) Cllr Dales and Maddison as Lead for Allotments
- b) Cllr Birking as Lead for Health and Safety
- c) Cllr Maddison as Lead for Highways and Planning
- d) Cllr Caitlin as Lead for Safeguarding
- e) Cllr Tilsley as Lead for Website and Newsletter

183. Approve the schedule of meetings of meetings for 2024/25

It was **RESOLVED** to accept the schedule of meetings for 2024/25

184. Receive and approve recommendations made by the Human Resources Committee at the meeting held on 29th April 2024

It was **RESOLVED** that all policies will now sit with Full Council, that Council Adopts the Policy Schedule and ensures it is reviewed and updated accordingly, that it adopts the Cleaning Plan, that it accepts the updated Human Resources Terms of Reference, that Councils adopts the temporary cleaning rota and that Council appoints Mrs O'Connor as the new contractor for the Parish Rooms cleaner,.

Mrs O'Connor will provide her own cleaning materials and will work two hours per week at £15 per hour. The hours worked will be monitored by the Human Resources Committee.

Cllr Bell requested an explanation on point 1.3 on the Human Resources Terms of Reference, Cllr Caitlin and the Clerk explained the justification for this requirement. The response was satisfactory to Cllr Bell.

185. Approve Terms of Reference for the Human Resources Committee, Finance Committee and Parish Rooms Working Party.

It was **RESOLVED** to approve the Terms of Reference for the Human Resources Committee, Finance Committee and Parish Rooms Working Part.

186. Formal response to the request by HOP4E, which asked the Parish Council for reduced hire rates.

It was **RESOLVED** to offer HOP4E a £5 discount if HOP4E hire the hall from 12-4 when the Community Café and Book Swap are taking place.

This was supported by all Councillors apart from Cllr Bell, who abstained and did not vote due to a conflict of interest.

187. YMCA Membership renewal a £55

It was **RESOLVED** to renew the YMCA membership for a further twelve months.

188. Appoint Lead Councillor to work with the Clerk on each decision taken by the Parish Council.

It was **RESOLVED** there would not be a Lead Councillor to work with the Clerk, but the Clerk will report on the action points from the previous Full Council meeting at the next Full Council meeting and will ensure all Councillors are informed and updated on progress between meetings.

189. Consider how to implement the Hirers Agreement condition requiring hires to have Public Liability insurance.

It was **RESOLVED** to maintain the current agreement until a later date. All hirers who hire the hall will be covered by the Parish Councils Public Liability insurance.

190. Planning application N/088/02423/23, Land Rear of 93 Main Road Hundleby.

It was **RESOLVED** to **OBJECT** to the proposal of changing the purpose of the land.

191. Authorise the signing of payments and note income for April 2024.

It was **RESOLVED** to authorise the signing of payments and to note the income for April 2024.

Meeting was **closed** at 8:45