

Chirton & Conock Parish Council
Minutes of the Annual (first) Meeting
held (in person) on Thursday 17th May 2021 at 7pm at
10 Andover Road, Chirton, SN10 3QW

The public were invited to register to attend this meeting, required to contact the Clerk to confirm the meeting location, no later than midday on the 15th May.

Tel: 01380 840073 or email: *Susannah Lampard, Clerk to the Council: clerk@chirtonandconock-pc.org.uk*

Present: Cllrs. David Harmes, Chair (**DH**), Phillippa Radford-Howes (**PRK**), Kay Clare (**KC**), Phillippa Radford-Howes (**PRH**).

Attending: Sharon Prance (**RFO**)
 Susannah Lampard (**Clerk**)
 Parishioner (CC) – for Position of Councillor

This meeting was held briefly to Elect Councillors to Office post-Elections to co-opt a new councillor and the formal re-adoption of the Council policies which have been previously distributed and discussed, **with C-19 step 3 Government Roadmap restrictions in place.**

The legislation allowing meetings to be held online, has not been extended by the Government despite Covid restrictions still being in place. Therefore this (& future) meetings will revert to being held in person. All attendees will be required to wear a mask, adhere to the current social distancing requirements and sanitise hands upon entering the meeting place.

To maintain quoracy, there were 3 Councillors, the Clerk and the Candidate for position of new Councillor in attendance. This allowed for 1 member of the public or press to join and for the meeting to be conducted inside, following the rule of 6. Should more than one member of the public register to attend, the meeting would be convened outside.

The main PC business for May was dealt with at the online meeting on the 6th May. The Annual Parish Council meeting will therefore only deal with the election of Officers,

- 32 Receive apologies for absence.**
 Apologies of absence received from Paul Mills, Vice-Chair (**PM**) and Gerald Lanfear (**GL**)
- 33 Declarations of Interests and requests for dispensations – None**
- 34 Elect Chairperson for year 2021/22. Chair to sign Acceptance of Office.**
 David Harmes (DH) signed the Acceptance of Office, witnessed by the proper officer.
- 35 Elect Vice Chair for year 2021/22 – Vice Chair to sign Acceptance of Office.**
 To be signed by Paul Mills (PM) Vice Chair and witnessed by the proper Officer at a later date.
- 36 Co-Option of new Councillor – Christopher Chapman (CC).**
 Proposed by : Kay Clare (KC), Seconded by David Harmes, Chair (DH)

New Councillor (CC) signed his Acceptance of Office, witnessed by the Proper Officer.
 Kay Clare (KC) also signed her Acceptance of Office, witnessed by the Proper Officer.

37 Policy documents discussed at the last Meeting were approved and ratified. Review, Approve/re-Approve and Adopt (previously circulated):

- *New version: Social Media Policy*
- *Minor update: Financial Risk Assessment / Charitable Giving Policy / Holiday Pay*
- *No change: Members Code of Conduct / GDPR / Standing Orders / Financial Regulations / Fixed Asset Register / Code of Conduct Complaints Procedure.*
- **Policy documents discussed at the last Meeting were approved and ratified. Procedure PROPOSED: KC. SECONDED: DH. APPROVED**

38 Agree payment for the insurance policy due for renewal on 1st June £246.48.

| Invoice Date | Invoice Number | Supplier | Net | VAT | Gross |
|--------------|----------------|-----------------------------------|-----|-----|--------|
| 17.5.21 | | Zurich – Insurance Policy Renewal | | | 246.48 |
| | | | | | |

PROPOSED: DH. SECONDED: PRH. APPROVED

39 Representations from Members of the Public - None

The meeting closed at 19.20

Susannah Lampard, Clerk to the Parish Council

Agreed and Signed: Dated:
 David Harmes, Chair

SUMMARY OF ACTION POINTS

| Action Required | By Whom | By when |
|---|-------------|--------------|
| Required information to Internal Auditors | Clerk/RFO | 20.5.21 |
| Advertise New Vacancy in Redhorn, plus Litter Pick 13.6.21 | Clerk | After notice |
| Queens Platinum Jubilee Planting Grant | Clerk | By 22.6.21 |
| SIM Search OS Co-ordinates | KC/Clerk/PM | ASAP |