

Scopwick and Kirkby Green Parish Council

Minutes of Annual Parish Council Meeting 2021

4th May 2021, held online via Zoom

Present:

Councillors: Cllr Phillip Baumber (Chair), Cllr Janet Flett (Vice-Chair), Cllr Tim Banks, Cllr Alistair Brackenbury, Cllr Owen Davies, Cllr David Nelson

In attendance: Jules Wilkins (Parish Clerk)

1 Appointment of Chair and Vice Chair

- (a) Cllr Davies proposed that Cllr Baumber be re-appointed as Chair of the Parish Council for the council year 2021/22. Cllr Flett seconded. It was **RESOLVED** to appoint Cllr Baumber as Chair of the Parish Council for the council year 2021/22.
- (b) Cllr Davies proposed that Cllr Flett be re-appointed as Vice-Chair of the Parish Council for the council year 2021/22. Cllr Banks seconded. It was **RESOLVED** to appoint Cllr Flett as Vice-Chair of the Parish Council for the council year 2021/22.

2 Apologies for absence

Apologies were received from Cllr John Money and Cllr Jim Clarke.

3 Appointment to Parish Council Committees and Local Groups

- (a) Cllr Davies proposed that Cllr Nelson be re-appointed as Chair of the Playing Field Committee. Cllr Flett seconded. It was **RESOLVED** to re-appoint Cllr Nelson as Chair of the Playing Field Committee.
- (b) Cllr Davies proposed that it would be counter-productive to change the parish council representation on the Neighbourhood Planning Group as the group is so close to completing the Neighbourhood Plan. Cllr Flett seconded. It was **RESOLVED** that Cllrs Davies and Nelson continue to represent the parish council on the Neighbourhood Planning Group
- (c) Cllr Banks proposed that Cllr Flett continues to represent the Parish Council on the Village Hall Committee. Seconded by Cllr Nelson. It was **RESOLVED** that Cllr Flett continues to represent the parish council on the Village Hall Committee

4 Areas of Interest

Cllr Nelson suggested that a new broader environmental role should be included in areas of interest. It was agreed that a new category was needed to include all environmental impact issues such as waterways, global warming etc. Areas of interest for 2021/22 were therefore agreed as:

- (a) **Environmental Impact** (to include waterways, footpaths, global warming etc) – Cllr Banks proposed Cllr Davies as parish council lead on this area. Seconded by Cllr Nelson. It was **RESOLVED** that this area of interest will be owned by Cllr Davies
- (b) **Village Infrastructure** (to include highways, streetlights, footbridges and pavements) – Cllr Davies proposed Cllr Nelson as parish council lead on this area.

Seconded by Cllr Banks. It was **RESOLVED** that this area of interest will be owned by Cllr Nelson

- (c) **Maintenance of grass, trees and hedges** - Cllr Davies proposed Cllr Baumber continue as parish council lead in this area. Seconded by Cllr Nelson. It was **RESOLVED** that this area of interest will be owned by Cllr Baumber
- (d) **Traffic and road safety** – Cllr Davies proposed Cllr Brackenbury continue as parish council lead in this area. Seconded by Cllr Banks. It was **RESOLVED** that this area of interest will be owned by Cllr Brackenbury
- (e) **Risk Assessment and Health and Safety** – Cllr Nelson proposed Cllr Banks continue as parish council lead in this area. Seconded by Cllr Davies. It was **RESOLVED** that this area of interest will be owned by Cllr Banks

5 **Review of policies and procedures.**

The Parish Council reviewed and adopted the following policies and procedures for the council year 2021/22:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Code of Conduct
- (d) Risk Management Policy
- (e) Complaints Policy
- (f) Grants Policy
- (g) Recruitment and Selection Policy

The pending review and update of the Data Protection and Information Security policy was noted.

Minutes submitted by:

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