

Scopwick and Kirkby Green Parish Council

<https://scopwick.parish.lincolnshire.gov.uk/>

The minutes of the Annual Meeting of Scopwick and Kirkby Green Parish Council, held on **Tuesday 20th May 2025**. The meeting was held in Scopwick Village Hall. These are notes of the meeting until approved by the Council as a true record.

Present: Cllrs M Williams (Chair), J Flett (Vice-Chair), P Frost, C Kerrigan and D Nelson; and Parish Clerk - J Sargent.

There were no members of the public in attendance.

1. To elect a Chair of the Council for the forthcoming term of office.

Cllr Williams was nominated and seconded. With no other Councillors nominated, it was **resolved unanimously** to elect Cllr Williams as Chair of the Council for the forthcoming term of office.

2. To receive the Declaration of Acceptance of Office of the Chair.

The Declaration of Acceptance of Office of the Chair was signed by Cllr Williams and the Clerk.

3. To elect a Vice-Chair of the Council for the forthcoming term of office.

Cllr Flett was nominated and seconded. With no other Councillors nominated, it was **resolved unanimously** to elect Cllr Flett as Chair of the Council for the forthcoming term of office.

4. To receive the Declaration of Acceptance of Office of the Vice-Chair.

The Declaration of Acceptance of Office of the Vice-Chair was signed by Cllr Flett and the Clerk.

5. Public Forum

There were no members of the public in attendance.

6. Welcome from the Chair of the Parish Council.

Cllr Williams thanked Councillors for re-electing him as Chair and mentioned looked forward to working together again for the community.

7. Apologies for Absence.

It was resolved unanimously to accept apologies from Cllr O Davies.

8. Declaration of Interest.

None received.

9. To appoint members to Committees of the Council:

a. Playing Field Committee.

It was **resolved unanimously** to appoint Cllr Nelson to the Playing Field Committee.

b. Village Hall Committee.

It was **resolved unanimously** to appoint Cllr Flett to the Village Hall Committee.

10. To appoint members to areas of interest:

a. Highways and footpaths.

It was **resolved unanimously** to appoint Cllr Frost to monitor highways and footpaths.

b. Maintenance of grass, trees, and hedging.

It was **resolved unanimously** to appoint Cllr Baumber to monitor the maintenance of grass, trees, and hedging.

c. Traffic and road safety.

It was **resolved unanimously** to appoint Cllr Frost to monitor traffic and road safety.

d. Risk assessments and health and safety.

It was **resolved unanimously** to appoint Cllr Kerrigan to monitor risk assessments and health and safety.

e. Environment and Sustainability

It was **resolved unanimously** to appoint Cllr Davies to monitor environmental and sustainability issues.

11. To consider updates to policies:

- a. Standing Orders**
- b. Financial Regulations**
- c. Scheme of Delegation**

The Clerk provided updates to all policies via email prior to the meeting. With no comments, it was **resolved unanimously** to adopt all updated policies.

12. To review policies:

- a. Code of Conduct**
- b. Reserves Policy**
- c. Risk Management**

The Clerk provided copies of all policies via email prior to the meeting with feedback received also via email. Cllr Frost commented on the need for a risk register. The Clerk to provide a draft version at the July Meeting. With no updates, it was **resolved unanimously** to adopt the policies.

Cllr Williams closed the meeting at 8:39pm.

Signed:

Chair of the Council - Cllr Marc Williams

Signed:

Parish Clerk - Jack Sargent

27th May 2025