

HESLINGTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE MEETING ROOM, HESLINGTON ON TUESDAY 21 MAY 2019 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Blacketer (RB) John Garner (JG)
Peter Hall (PH) Bev Heap (BH)
Rose Hilton (RH)

In Attendance: Fiona Hill - Parish Clerk
Keith Aspden – CYC Ward Cllr

Public Present: 0

Tom Percy and Zena Richards were co-opted onto the Parish Council

APCM19/1 - To elect Chairman for 2019-2020:

PB, Proposed: PH, Seconded: RH, Unanimously Agreed

APCM19/2 - To receive the Chairman's declaration of acceptance of office:

Signed by PB and FH and placed on file

APCM19/3 - To elect Vice-Chairman for 2019-2020:

RH, Proposed: PH, Seconded: ZR, Unanimously Agreed

APCM19/4 - To receive apologies for absence and reasons given:

None

APCM19/5 - To approve accounts for year ended 31 March 2018

These were unanimously approved and each Cllr received a copy

APCM19/6 - To confirm arrangements for Internal and External Audits

Yorkshire Local Council Association would conduct the Internal Audit and a written report would follow. PKF Littlejohn LLP would conduct the External Audit. FH had completed the Annual Return, which was unanimously approved and signed by PB and FH.

APCM19/7 - Insurance Arrangements for 2019-2020

It was unanimously agreed to remain with Zurich.

APCM19/8 - To elect representatives onto outside bodies

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|----|--------------------------------------|----------------------------|
| 1. | Yorkshire Local Councils Association | DB/PB |
| 2. | Heslington East Community Forum | PB/PH |
| 3. | Good Neighbours Forum | PB/PH |
| 4. | Ouse and Derwent Drainage Board | RB |
| 5. | Sportsfield | ZR |
| 6. | York Environment Forum | RH, £10.00 subs to be paid |
| 7. | Alms Houses | ZR |

APCM19/9 To review Training/Professional Development

The Parish Council considered training needs, noted the training offered by YLCA but felt no training was currently required.

APCM19/10 – To discuss adoption of General Power of Competition

The Government introduced the General Power of Competence (GPC) in the Localism Act 2011 to give eligible councils the power “to do anything individuals may generally do” as long as it is not prohibited by other legislation or restrictions.

It is a power of first resort so the power may be used without having to consider other powers first.

There are three conditions for eligibility:

1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
2. Electoral Mandate: at the time the resolution is passed, as least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, CiLCA) AND pass the 2012 CiLCA module relating to the general power of competence.

Eligibility must be re-confirmed at each annual meeting following an ordinary election.

In using the GPC councils must have regard to any relevant legislation, restriction and potential risk to the council; they should also act within the general principle of “reasonableness”.

It was unanimously agreed to adopt the GPC, as the Parish Council fulfilled all criteria.

APCM19/11 To conduct a review of all policies:

In the February 2019 edition of the White Rose Update, Yorkshire Local Councils Association advised – If your council has not already done so, it is recommended that all policies are reviewed in May 2019 when many councils will be going through the election process. Looking at all policies now will ensure that the council gets off to a flying start at the Annual meeting in May.

The Parish Clerk obtained a definitive list of policies from the YLCA and a copy is attached to these minutes.

The Parish Clerk would now use this list to ensure the Parish Council had all policies necessary.

YLCA POLICIES LIST

DOCUMENT:

KEY:

Mandatory/Statutory Requirement (SR)

Best Practice (BP)

Audit Requirement (AR)

BASIC GOVERNANCE

Standing Orders	BP (SR for SO on contracts and procurement of goods and services)
Financial Regulations	SR
Code of Conduct	SR
Member's Register of Interests Log	BP
Dispensation Request form	BP
Member's Dispensations Log	BP
Member's Allowance Policy	BP
Councillor attendance register	BP
Planning register	BP
Co-option Policy and procedure	BP
Committee Terms of Reference	SR

OPENNESS AND ACCOUNTABILITY

FOI Publication Scheme	SR
Recording of Meetings Policy	BP
FOI Policy	BP
FOI Vexatious Requests Policy	BP
Rules for public session	BP
Complaints Policy/Procedure	SR
Social media Policy	BP
Media/Communications Policy	BP
Transparency Code compliance checklist	BP

DATA PROTECTION/GDPR

Data/information audit	BP
Documents management (disposal and retention) Policy	BP
Privacy notice – general	SR
Privacy notice – employees, councillors, role holders and volunteers	SR
Security Incident Policy	BP
Security Incident recording form and log	BP
Consent form log	BP

FINANCIAL

Financial Regulations (see above)	SR
Asset Register	AR
Risk Assessment/management Policy	AR
Insurance register	AR
Grant awarding Policy	BP
Grant application form	BP
Internal Controls Policy	AR

EMPLOYMENT/PERSONNEL

Contract of Employment/ Written Statement of Particulars	SR
Recruitment Policy	BP
Appraisal procedure Policy	BP
Equal Opportunities Policy	BP
Expenses Policy	BP
Working from home Policy	BP
Sickness and Absence Policy	BP
Equality and Diversity Policy	BP
Grievance and Disciplinary Policy	BP
Health and Safety Policy	BP SR if more than 5 employees

Computer use Policy	BP
Mobile phone use Policy	BP
Bullying and Harassment/Dignity at Work Policy	BP
Procedure for requesting annual leave	BP
Training and Development Policy	BP
Pensions Policy	SR
Substance Misuse Policy	BP
Lone worker Policy	BP
Flexible working Policy	BP
ENVIRONMENT	
Green space/open space audit	AR
Tree audit	AR
Green/open space management policy	BP
PLAY AREAS	
Play area inspection policy	BP
Play area inspection log	BP
BURIAL AUTHORITIES	
Register and record of burials	BP
Register of graves	BP
Record of exclusive rights of burial	SR
Cemetery rules and charges	BP
ALLOTMENTS	
Register of allotments/plots and plot holders	BP
Waiting list policy	BP
Copy of Allotment rules	BP