

## **NOCTON PARISH COUNCIL**

Minutes of the Nocton Annual Parish Council meeting held in the Village Hall, Main Street, Nocton on Tuesday, 6 May, 2014 at 7.00 pm.

### **PRESENT**

Cllr Kate Tyler (in the Chair)  
Cllr Ian Goldsworthy (Vice-Chair)

Cllr Jilly Burr  
Cllr Neil Faulkner

Cllr Graham Jones  
Cllr MaryAnn Williams

**In Attendance:** Steve Altridge, Clerk, and Cllr Rob Kendrick, North Kesteven District Council (NKDC).

Five members of the public were also present.

**Apologies for Absence:** Cllr Neil Summers

### **1 APPOINTMENT OF CHAIR AND VICE-CHAIR**

- (a) On the motion of Cllr Goldsworthy, seconded by Cllr Burr, Cllr Tyler was appointed unanimously as the Chair of the Parish Council for the ensuing year.
- (b) On the motion of Cllr Tyler, seconded by Cllr Jones, Cllr Goldsworthy was appointed unanimously as the Vice-Chair of the Parish Council for the ensuing year.

### **2 PUBLIC QUESTION TIME**

No questions were asked by the members of the public present.

### **3 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **4 MINUTES – 7 MAY, 2013**

The Minutes of the Annual Parish Council meeting held on 7 May, 2013 were noted. (The minutes had been signed as a correct record at the Parish Council meeting held on 4 June, 2013).

### **5 APPOINTMENT OF REPRESENTATIVES TO LOCAL AND OTHER ORGANISATIONS**

The Parish Council made the following appointments to local and other organisations:

- (a) **Nocton Village Hall Management Committee**  
Cllr Summers (Cllrs Tyler/Goldsworthy would substitute as necessary).
- (b) **Nocton Village Hall Working Group**  
Cllrs Williams and Summers.
- (c) **Nocton Village Hall Refurbishment Project Team**  
Cllrs Tyler and Burr.
- (d) **Nocton and Potterhanworth Joint Neighbourhood Plan**  
Cllrs Goldsworthy and Williams.
- (e) **Nocton Youth Group Sub-Committee**  
Cllrs Tyler and Burr.

The Clerk undertook to notify the above-mentioned bodies of the appointments.

## 6 **ADOPTION OF POLICY AND PROCEDURES**

- 1. The Parish Council adopted the following policies and procedures to be applied during the forthcoming Council year:
  - (a) Equality & Diversity Policy
  - (b) Disciplinary, Dismissal and Grievance Procedure
  - (c) Code of Conduct
  - (d) Complaints Procedure
  - (e) Bullying and Harassment/Dignity at Work Policy
  - (f) Communications Policy
  - (g) Data Protection & Information Security Policy
  - (h) Freedom of Information
  - (i) Procedure for Dealing with Planning Applications and the Constitution and Terms of Reference of the Planning Sub-Committee.
- 2. The Parish Council agreed:

- (a) to defer consideration of the Financial Regulations until the next ordinary meeting of the Parish Council.
- (b) to defer consideration of the Standing Orders until information about the revised arrangements for access to meetings was available from the Lincolnshire Association of Local Councils.

The Clerk undertook to update the website and policy documents accordingly.

## 7 **ALLOCATION OF PORTFOLIOS TO PARISH COUNCILLORS**

The Parish Council agreed to allocate Portfolios to Parish Councillors for 2014/15 as follows:

Nocton School, Oversight of Employees, Social, and Youth Issues	Cllr Tyler
Financial Matters, Budget and Policy	Cllr Goldsworthy
Nocton Hall, Planning, Crime and Social Issues	Cllr Jones
Traffic and Highways Issues, and ArtsNK	Cllr Williams
Publicity and Promotion, and Environment (including wildlife)	Cllr Burr
Nocton Park	Cllr Faulkner
Village Hall, and Social Club	Cllr Summers

## 8 **APPOINTMENT OF WORKING GROUPS**

The Parish Council made the following appointments to Working Groups:

### (a) **Policy and Procedures Working Group**

Cllr Tyler, Cllr Goldsworthy and Cllr Faulkner.

### (b) **Parish Council Website Working Group**

The Parish Council agreed to defer consideration of the appointment of the Parish Council Website Working Group until its next ordinary meeting.

**9 DATES OF MEETINGS**

The Parish Council agreed that it would move to a six weekly meeting cycle and confirmed that it would meet on the following dates during 2014/15:

17 June, 29 July, 9 September, 21 October and 2 December, 2014 and 13 January, 24 February and 7 April, 2015.

**10 CHAIR'S ANNUAL REPORT 2013/14**

The Parish Council received the Chair's Annual Report 2013/14 (copy attached to the signed copy of these minutes).

The Chair placed on record her appreciation of the commitment shown by all Parish Councillors and staff to the work of the Parish Council and to the wider community. The Parish Council would focus on the refurbishment of the Village Hall and the preparation of the Joint Neighbourhood Plan as its major projects during the next year.

Cllr Goldsworthy undertook to include the report, together with the Parish Council budget for 2014/15 for circulation with a forthcoming edition of the Nocton Doodle.

(The meeting ended at 7.30 pm)

**CHAIR**