

Shadforth Parish Council

Minutes Annual Meeting of the Council

for the Parish of Shadforth held in the Sherburn Hill Hub, Sherburn Hill on Tuesday 18th May 2021 at 6.00pm.

Present: Cllrs: Debra Thompson, Wendy Martin, Stuart Flude, Emma Beattie, Graeme Kell.

Members of the Public: Elizabeth Nelson.

Meeting started at 6.06pm

1. **Election of the Chair of the Council.** Wendy Martin nominated by Emma Beattie, Seconded by Debra Thompson. Wendy Martin was elected Chair by unanimous vote.
2. **Election of the Vice-Chair of the Council.** Debra Thompson nominated by Stuart Flude, seconded by Graeme Kell. Debra Thompson was elected Vice Chair by unanimous vote.
3. **Delivery by the Chair and Vice Chair of the Council and councilors of their Declaration of Acceptance of Office forms.** It was agreed that Emma Beattie would contact CDALC to confirm that the Council has provided sufficient notice for elected Councilors to return declaration of acceptance of office forms. The item would be included on the agenda at the next meeting.
4. **Appoint a temporary clerk.** – Emma Beattie was appointed by unanimous vote to act as temporary clerk to provide essential services until a new clerk is appointed. It was agreed to arrange an extraordinary meeting on 25th May Tues 6pm at Sherburn Hill Hub to approve the minutes of the current meeting in order to provide authority for the previous clerk to hand over all Parish Council property to a member of the Parish Council. It was agreed that Wendy Martin would compose a letter to this effect to be sent to the previous clerk. It was agreed that the Extraordinary Meeting notice would be posted the on the three village noticeboards.
5. **Agree plan for recruitment of new clerk.** It was agreed that Emma Beattie would send a draft Job Description & Application form in advance of the extraordinary meeting on 25th May.. It was agreed that all councilors would research possible routes for advertising the position. Emma to Research costs associated with advertising the position
6. **Consider outstanding legal issues - Allotments dispute.**
Declaration of Interest made by Emma Beattie, Stuart Flude, Graeme Kell and Wendy Martin.
Motion proposed by Stuart Flude and seconded by Debra Thompson: To withdraw the Notices to Quit served on allotment tenants on 15.12.2020, due to the lack of consultation on the new agreement. Motion passed by unanimous vote.
Motion proposed by Debra Thompson and seconded by Emma Beattie: To undertake a scoping exercise in relation to the transfer of the management of the allotment site to the allotment society. Motion passed by unanimous vote. Action: Emma to gather all

relevant documentation from the previous allotment management transfer project and present an overview at the next ordinary meeting (June).

Consider the future vision/direction of the new council. – A discussion took place around how the new members imagined the council to operate. The general consensus was that the council should be more open and transparent and to make genuine connections with parishioners. More specifically that parishioners should be allowed to speak more freely at council meetings.

Suggestions:

- To reduce the formality to create a more accessible environment. Whilst it was acknowledged that certain rules will be necessary it was suggested that we should create rules in response to need as opposed to dogmatically following existing rules.
- To hold a monthly slot where a councillor could be based at the hub to respond to individual questions or concerns from parishioners.
- To proactively develop partnerships with local businesses and organisations.

Action: Emma to check with Steve Ragg at CDALC about elections in Ludworth & Shadforth to encourage representation in those wards. To include on the next meeting an agenda item to clarify the position of councillors regarding their declaration of acceptance of office.

7. **Consider the arrangements for the Annual Parish meeting.** The Council agreed to hold the Annual Parish Meeting on 1st June 2021 6pm-7.00pm at Sherburn Hill Hub followed by an Ordinary Council Meeting at 7.15pm @ Sherburn Hill Hub.

Action: Wendy Martin to check the logistics of holding both meetings with hub trustees.

It was agreed to arrange a simple open meeting due to the ongoing Covid regulations, including the rules around social distancing in community buildings and the limited capacity of the new community centre to manage a larger event due to the absence of a centre manager.

8. **Determine the time and place of future ordinary meetings of the full council.**

It was agreed to hold all Ordinary meetings on the First Tuesday of every month at 6pm, and in principle to move around the villages in turn, subject to availability of appropriate meeting spaces.

It was agreed that future Parish council meetings should be held in venues which have suitable access and capacity to accommodate attendance and participation by all members of the public.

Action: Wendy Martin to contact Shadforth Village Hall, Ludworth Community Centre and Sherburn Hill Hub to enquire about Room hire availability and costs.

Action: To defer the decision to determine venues of future meetings to the extraordinary meeting on 25th May.

Meeting Closed at 19.35.

Minutes prepared by Emma Beattie
Acting Clerk to the Council
18.5.2021

Minutes Approved by Position.....

On (Date):.....