

Hutton Cranswick Parish Council

Minutes of the Annual Meeting of the Parish Council, held on the 20th May, 2026.

The Meeting was held at the WI Hall and commenced at 7.15 pm.

Present: Councillors: Bucknall, Ingham, Kelly, Kemp, Poolford, Sibley-Calder, Mrs Simpson, Swan, Teare, Thompson (in the Chair). Residents: One. The Clerk recorded the minutes.

Apologies for absence: Cllrs Alderton, Jones and Richardson. Ward Cllr Owen.

26/105 Election of a Chairman – Cllr Thompson was proposed by Cllr Teare, seconded by Cllr Swan, and duly elected. Cllr Thompson signed the Declaration of Acceptance.

26/106 Election of a Vice Chairman – Cllr Swan was proposed by Cllr Thompson, seconded by Cllr Teare and duly elected.

26/107 Declarations of Pecuniary and Non-Pecuniary Interests – There were no declarations.

26/108 Register of Interests – Members would inform the Clerk of any changes to their Register of Interests.

26/109 Minutes – Resolved that the Minutes of the Meeting of the Council held on the 22nd April, 2026 be approved and signed as a correct record (proposed Cllr Sibley-Calder/seconded Cllr Kemp).

26/110 Committee minutes – All minutes had been approved.

26/111 Committee recommendations – All recommendations had been considered and actioned.

26/112 Delegations – Resolved to re-affirm the Delegation of powers and duties of the Council to the Clerk, in consultation with the Chairman and Vice-Chairman, as a contingency, if normal business arrangements are not possible (proposed Cllr Swan/seconded Cllr Teare).

26/113 Terms of reference for Committees – There are currently no Committees.

26/114 Appoint members of existing committees – There are currently no Committees.

26/115 Appoint new committees – No new committees were required.

26/116 Appoint members of Working Groups – As several of the working groups had not met for some considerable time, the current structure was reviewed and two new working groups formed: -

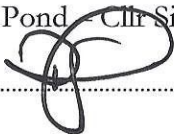
Working Groups:

- (a) Village Show – Lead Cllr Teare.
- (b) Gatehouse Lake – Cllrs Poolford and Richardson; Two Members of GLAC.
- (c) Council Priorities – Cllrs Alderton, Ingham, Kelly, Richardson, Swan, Teare and Thompson; Four residents.

Other areas were to be managed by a lead councillor: -

- (d) Community Emergency Plan – Cllr Sibley-Calder: reviewed at least annually.
- (e) Parish Paths – Cllr Poolford: to be included under representatives' reports.
- (f) Village Pond – Cllr Sibley-Calder: currently part of representatives' reports.

Signed.....



.....Date...

24th June 2026

- (g) Garden Allotments – Cllr Poolford: currently an update at each meeting.
- (h) Farming Allotments – Cllr Thompson: reviewed at least annually.
- (i) Traffic Issues – Cllr Thompson: to be included as a separate item at each meeting.
- (j) Centenary Wood – Cllr Poolford: to update as appropriate.
- (k) The Green – Cllr Poolford: to update as appropriate.
- (l) Queens Canopy Woodland at the SRA – Cllr Poolford: to update as appropriate.

Resolved to accept the above review (proposed Cllr Ingham/seconded Cllr Swan).

26/117 Standing Orders – Resolved to adopt the Standing Orders, as presented (proposed Cllr Sibley-Calder /seconded Cllr Poolford).

26/118 Financial Regulations – Resolved to adopt the Financial Regulations, as presented (proposed Cllr Teare/seconded Cllr Ingham).

26/119 Appoint an Internal Auditor – Resolved to re-appoint Elkerlodge Services Ltd as the internal auditor for 2026-27 (proposed Cllr Swan/seconded Cllr Poolford).

26/120 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses – Resolved to re-affirm the current arrangements for the management of the farming allotments (proposed Cllr Ingham/seconded Cllr Sibley-Calder).

26/121 Appoint representatives to External Bodies:

- (a) In Bloom: Councillor Mrs Simpson (Monthly update).
- (b) Hutton Cranswick Sports and Recreation Association: Councillor Ingham until June (Monthly Update).
- (c) Beverley & North Holderness Internal Drainage Board: Councillors Thompson and Richardson (ERYC appointment), (Update following a Board Meeting).
- (d) East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) Councillor Richardson: (Update following District/Annual Meeting).

Resolved to appoint the above representatives (proposed Cllr Swan/seconded Cllr Sibley-Calder).

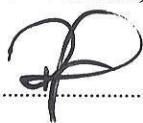
26/122 Review of inventory of land and other assets – Resolved to adopt the Asset Register and Fixed Asset Policy, as presented (proposed Cllr Thompson/seconded Cllr Sibley-Calder).

26/123 Insurance Cover – Resolved to re-affirm the insurance policy for the period 1st October, 2025 to the 30th September, 2026 (minute 25/211 refers), (proposed Cllr Poolford/seconded Cllr Kemp).

26 /124 Council's and/or staff subscriptions to other bodies – Resolved to continue the Membership to East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) and the National Allotment Society (NAS) (proposed Cllr Swan/seconded Cllr Sibley-Calder).

26/125 Complaints Procedure – Resolved to adopt the procedure, as presented (proposed Cllr Swan /seconded Cllr Teare).

26/126 Review of Policies, procedures and practices, in respect of its obligations under freedom of information and data protection legislation – Resolved to adopt the Freedom of Information Policy, the Model Publication Scheme, the Document Retention Policy, the Privacy Policy, the General Privacy Notice, the

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Council Privacy Notice, the Data Protection Policy and the IT and Email Policy, as presented (proposed Cllr Thompson/seconded Cllr Bucknall).

26/127 Press and Media Policy – Resolved to adopt the policy, as presented (proposed Cllr Teare/ seconded Cllr Ingham).

26/128 Review of the Council's employment policies and procedures – Resolved to adopt the Disciplinary Policy, the Grievance Policy and Procedure, the Equality and Diversity Policy, the Co-option Policy, the Dignity at Work Policy, the Volunteer Policy and Procedure, the Sexual and General Harassment Policy and Procedure and the Member Development Policy, as presented (proposed Cllr Sibley-Calder/seconded Cllr Bucknall).

26/129 Expenditure under Section 137 (1) of the Local Government Act 1972 – Section 137 gives a Council the power to spend a limited amount of money for purposes not otherwise authorised. The expenditure had to be, in the Council's opinion, in the interests of, and would bring direct benefit to, the Parish or any part of it, or all, or some of its residents. Any spend under S137 had to be contained within the Council's existing budget.

S137 Expenditure for 2025-26 was £18113.00 which was within the Limit of Expenditure of £20634.90. The S137 Limit of Expenditure for 2026-27 was £21,320.80.

26/130 Authorisation of Cheque Signatories – Resolved that the following remain as cheque signatories: Cllr Richardson, Cllr Mrs Simpson, Cllr Swan, Cllr Thompson and the Clerk (proposed Cllr Ingham/seconded Cllr Sibley-Calder).

26/131 NatWest Accounts – Resolved to transfer the monies held in the Business Reserve Account (£2.01) to the Current Account and close the Business Account (proposed Cllr Swan/seconded Cllr Poolford).

26/132 Date and Time of Meetings – Resolved to hold meetings on the 4th Wednesday of each month, with the following exceptions: in general, there was no meeting in August and in December the meeting was held on the 3rd Wednesday. All meetings to commence at 7.00 pm except for the Annual Meeting in May which would commence at 7.15 pm and the Ordinary Meeting in May to commence at 7.30 pm. The current venue was the WI Hall (proposed Cllr Thompson/seconded Cllr Ingham). As 2027 was an election year, the Annual Meeting of the Council must be held on or within 14 days following the day on which the councillors elected, take office.

Meeting dates for 2027 were as follows:

Month	Ordinary Meetings	Annual Council Meeting	Annual Parish Meeting
January	27th January, 2027		
February	24th February, 2027		
March	24th March, 2027		
April	28th April, 2027		
May	To be confirmed as 2027 is an election year		
June	23rd June, 2027		
July	28th July, 2027		
August	No meeting		
September	22nd September, 2027		
October	27th October, 2027		
November	24th November, 2027		
December	15th December, 2027		

There being no further business, the Meeting closed at 7.39 pm.

Signed..... Date **24th June 2026**