**Stoke Gabriel Parish Council**

The Minutes of The Annual Parish Council Meeting of Stoke Gabriel Parish Council held on Monday 22nd May 2023 at 7pm.

Present. Cllrs. R. Harris, A. Blood, E. Bridge, M. King and R.Tully. District Cllr. B. Copper, District and County Cllr.J. Hawkins and Acting Parish Clerk R Rowe. 11 members of the public in attendance.

Councillors Harris, Blood, Bridge and King had all signed their Acceptance of Office Forms witnessed by the Parish Clerk prior to the meeting.

The Parish Clerk had submitted his resignation and R Rowe was asked to take the Minutes of the meeting as acting Clerk

**Item 1. Election of Chairman**.

Cllr. R. Harris proposed by Cllr. M. King and seconded by Cllr. E. Bridge. There were no other nominations so Cllr. Harris was elected Chairman for the ensuing year.

Cllr Harris thanked fellow Councillors for their support and also paid tribute to the 28 years of service Richard Tully had given to the Council including many years as Chairman.

**Item 2. Election of Vice Chairman**.

It was agreed after a discussion to leave this position vacant until after the co options of new members has taken place.

**Item 3. Delivery of acceptance forms**

This has been done and members were reminded to submit their election expenses even if they are Nil.

**Item 4. Apologies**

None was received.

**Item 5. Declaration of interests**.

None was declared.

**Item 6. Dispensation Requests.**

None was made.

**Standing Orders were suspended**

**Item 7. A 10 minute period is allowed for any questions or comments from members of the public on Council related work or items on the agenda**.

 A parishioner asked about planning matters discussed at the Parish Council Meeting of the 15th May when recommendations were made to the District Council Planning Dept. As there were actually no Councillors signed in at this time the meeting was null and void and so those applications will be presented at the next regular meeting of the Parish Council on Tuesday 30th May 2023. At this meeting the Parish Council`s responses will be reaffirmed.

**Standing orders were reinstated.**

**Item 8. To receive the Minutes of the last Annual Parish Council Meeting and approve**.

These were approved by Cllr. King seconded by Cllr. Bridge.

**Item 9. To receive the Minutes of the last meeting of a committee**

There were none.

**Item 10. Consideration of the recommendations by a committee**

There were none.

The Chairman suggested that it would be more beneficial to the running of the Council if any appointment of Members to Committees and the review of current and any proposed new policies was held in abeyance until further Councillors had been appointed. This was agreed by all and will be put on the agenda for a subsequent meeting. The following agenda items are to be actioned this way: Items 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26.

**Item 11. Review of delegation arrangements to Committee, sub-Committees, staff and other local authorities**

**Item 12. Review o f terms of reference for Committees**

**Item 13. Appointment of Members to existing Committees**

**Item 14 Appointment of any new Committees**

**Item 15 Review and adoption of appropriate standing orders and financial regulations**

**Item 16 Review of arrangements (including legal arrangements) with other local authorities, not for profit bodies and businesses.**

**Item 17 Review of representation on or work with external bodies and arrangements for reporting back.**

**Item 18 To make arrangements with a view to Council becoming eligible to exercise the general power of competence in the future**

**Item 19 Review of land and other assets including buildings and office equipment.**

This has been recently reviewed but a further review will take place in line with the timing for the other policy reviews

**Item 20. Confirmation of arrangements for insurance cover in respect of all insurable risks.**

The Council’s current policy expires on the 31/05/2023. Three companies were asked to quote although only one, from our existing insurer, has been received.

It was proposed by Cllr Harris and seconded by Cllr King that this be accepted and Cllr. Harris will contact the former Clerk to arrange for the paperwork to be completed.

**Item 21. Review of Council’s and/staff subscriptions to other bodies.**

**Item 22. Review of Council’s complaints procedure**

**Item 23 Review of the Council’s policies, procedures and practices in respect of obligations under freedom of information and data protection legislation, including Standing Orders for Management of Information and also Responsibilities to provide information and Responsibilities under Data Protection Legislation**

Cllr Blood is already looking into some of these issues and preparing a Report to be discussed by the Council.

**Item 24. Review of the Council’s policy for dealing with press/media**

**Item 25 Review of the Council’s employment policies and procedures**

**Item 26. Review of the Council’s expenditure incurred under Section 137 of the Local Government Act 1972 and the general power of competence.**

**Item 27. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the.**

Meetings. These will take place every month except August and December. They will be on the last Monday of the month except on a Bank Holiday at The Village Hall. Regular meetings will be at 7 p.m. except for planning meetings which will commence at 6.30 p.m.

The Annual Parish Meeting for 2024 will take place on May 20th 2024.

There being no further business The Chairman closed The Meeting at 7.25 p.m.

Rosemary Rowe. Acting Parish Clerk.