

## HAXEY PARISH COUNCIL

Minutes from the Annual Meeting of the Parish Council held at 6.30pm on Tuesday 26<sup>th</sup> May 2026 at The Foreman Carter Centre, Westwoodside.

Present: Cllrs Bond, Carlile, Cunningham, Farmer, Kennedy, Knowles, Harris, Holgate, Farmer, Martin, Steers & Thorpe.

Also Present: 1 resident. Parish Clerk – Deb Hotson.

Chairman: Cllr Steers presided.

1. **To elect a chairman and to sign Declaration of Acceptance of Office.**  
It was resolved that Cllr Steers is elected as Chair to the Parish Council.  
Cllr Steers signed the Declaration of Acceptance of Office.
2. **To elect a Vice Chairman**  
It was resolved that Cllr Holgate is elected as Vice - Chair to the Parish Council.
3. **To elect an ERNLCCA Representative**  
It was resolved that Cllr Knowles and Cllr Steers are elected to represent the Parish Council.
4. **To elect a representative for Haxey Memorial Hall**  
It was resolved that Cllr Lindley is elected to represent the Parish Council.
5. **To elect a representative for Haxey Playing Field Association**  
It was resolved that Cllr Bond, Cllr Martin & Cllr Harris are elected to represent the Parish Council.
6. **To elect a representative for the Haxey Parochial Church Council (Churchyard only)**  
It was resolved that Cllr Booth is elected to represent the Parish Council.
7. **To elect a representative for the Axholme South Neighbourhood Action Team**  
It was resolved that Cllr Carlile and Cllr Farmer are elected to represent the Parish Council.
8. **To elect a representative for the NLC Town & Parish Council Liaison meeting.**  
It was resolved that Cllrs Knowles, Carlile, Steers, Farmer, Thorpe are elected to represent the Parish Council. Any member of Haxey Parish Council and the Clerk may attend the meetings.
9. **To elect 2 voting delegates for the ERNLCCA District Committee Meetings.**  
It was resolved that Cllr Knowles & Cllr Steers are elected to represent the Parish Council.
10. **To elect 3 members for the Joint Advisory Committee with the Lincolnshire Wildlife Trust regarding the Turbary Land**  
It was resolved that Cllrs Knowles, Skelton & Cllr Steers are elected to represent the Parish Council. Clerk to arrange a meeting (to include Ward Cllrs).
11. **To elect members for Haxey Parish Council's Land Working Party**  
It was resolved that the LWP was open to all members of the Council to attend. Cllrs Booth, Carlile, Harris, Holgate, Knowles, Martin, Parkin, Skelton & Steers would form the main group.
12. **To elect members for the Haxey Parish Council Planning Committee**  
It was resolved that the following are members of the Planning Committee:  
Cllrs Carlile, Harris, Holgate, Knowles, Booth, Parkin & Steers.
13. **To elect members for the Finance Committee**  
It was resolved that Cllrs Knowles, Booth, Harris, Parkin & Steers (quorum 3) are elected to represent the Parish Council on the Finance Committee.  
1 resident joined the meeting at 6.45pm.
14. **To elect members for Westwoodside Playing Field Management Committee**  
It was resolved that Cllrs Knowles & Steers are elected to represent the Council on the WPFA Management Committee with the Chairman and Vice Chairman as Ex-Officio Members.
15. **To elect members for the Personnel Committee**  
It was resolved that Cllrs Knowles, Booth, Holgate & Harris are elected to represent the Parish Council on the Personnel Committee (quorum 3).
16. **To elect a representative for the CPRE – The Countryside Charity**  
It was resolved that Cllr Farmer & Cllr Skelton elected to represent the Parish Council.
17. **To elect representatives for the Community Emergency Plan Working Party**  
It was resolved that Cllrs Martin, Steers & Skelton are elected to represent the Parish Council. The Clerk to circulate the questionnaire again.
18. **To elect representatives for the Isle of Axholme Physically Handicapped Society**  
It was resolved that Cllr Steers is elected to represent the Parish Council. Clerk to advise the Society and ask Cllr Steers to be added to the distribution.
19. **To elect a representative for Westwoodside Village Hall**  
It was resolved that Cllrs Booth & Thorpe is elected to represent the Parish Council.
20. **To elect representatives to the Allotment Association**  
It was resolved that Cllrs Bond, Booth & Knowles are elected to represent the Parish Council.
21. **To elect representatives to the Parish Path & Bridleway**  
It was resolved that Cllrs Bond, Holgate, Lindley, Knowles, Martin & Skelton are elected to represent the Parish Council.

Date: 30<sup>th</sup> June 2026

Signed:

22. **To elect representatives for the Planting Working Group**  
It was resolved that Cllrs Bond, Booth, Lindley, Skelton, Thorpe & Steers. are elected to represent the Parish Council.
23. **To elect representatives for the Westwoodside Park Pond.**  
It was resolved that Cllrs Booth; Parkin & Steers are elected to represent the Parish Council.
24. **To elect representatives for Over 70's Party.**  
It was resolved that Cllr Booth was elected as the Over 70's representative.
25. **To approve the Internal Auditor for 2026/27.**  
Richard Dixon was approved as the auditor for 2026/27. The Clerk to confirm in a letter to the Internal Auditor.  
**Resolved – all of the above approved.**  
**Proposed: Cllr Martin, seconded: Cllr Thorpe. All in favour.**
26. **To review and approve Standing Orders.**  
It was resolved that the Standing Orders are approved.
27. **To review and approve Financial Regulations.**  
It was resolved that the Standing Orders are approved.
28. **To review and approve the Community Emergency Plan.**  
It was resolved that the Plan is approved.
29. **To review and approve the Asset Register.**  
It was resolved that the Asset Register is approved.
30. **To review and approve the H & S and Financial Risk Assessment and Risk Management Policy.**  
It was resolved that the policies are approved.
31. **To review and approve a Complaints Procedure.**  
It was resolved that the Complaints Procedure is approved.
32. **To review and approve the Scheme of Publication Policy.**  
It was resolved that the Scheme of Publication Policy is approved.
33. **To review and approve the Freedom of Information Policy.**  
It was resolved that all the policy is reviewed and approved.
34. **To review and approve the General Data Protection Regulation Policies.**  
It was resolved that all the policies are reviewed and approved.
35. **To review and approve the Terms of Reference (TORs) for Committees / Working Parties.**  
It was resolved that the TOR's are approved with the exception of the Planning Committee TOR that will be added to the next meeting,
36. **To review and approve the Equal Opportunity Policy.**  
It was resolved that the policy is approved.
37. **To review and approve the Co-option Policy.**  
Cllr Knowles stated that the policy should revert to the model policy from ERNLLCA. Cllr Harris agreed that the process had not been carried out well when last used.  
It was agreed that Cllr Knowles provide details for the next meeting.
38. **To review and approve the Child Protection Policy.**  
It was resolved that the policy is approved.
39. **To review and approve the Safeguarding of Vulnerable Adult Policy.**  
It was resolved that the policy is approved.
40. **To review and approve the Disciplinary & Grievance Procedure**  
It was resolved that the procedure is approved.
41. **To review and approve the Members and Officers Protocol.**  
It was resolved that the policy is approved.
42. **To review and approve the Reserves Policy.**  
It was resolved that the policy is approved.
43. **To review and approve the Training Policy.**  
It was resolved that the policy is approved.
44. **To review and approve the IT Policy.**  
It was resolved that the policy is approved.
45. **To review and approve the Parish Land Tenancy Policy.**  
It was resolved that the policy is approved.
46. **To review and approve the Vexatious & Repeated Requests Policy.**  
It was resolved that the policy is approved.
47. **To review and approve the Biodiversity Policy.**  
It was resolved that the policy is approved.
48. **To review and approve the use of the General Power of Competence.**  
It was resolved that the power is approved for use, as and when.
49. **To review and approve the Sexual & General Harassment Policy.**  
It was resolved that the policy is approved.

**50. To review and approve the Data Protection Policy.**

It was resolved that the policy is approved.

**51. To review and approve the Code of Conduct Policy.**

It was resolved that the policy is approved.

**52. To set the dates for the ordinary Parish Council Meetings 2026/27.**

The dates were approved.

**Items 26-52 were approved with the exceptions as detailed - proposed by Cllr Harris and seconded by Cllr Martin. All in favour.**

**53. To confirm that all members have reviewed their Register of Interests.**

All Cllrs must review their ROI's. The Clerk will circulate the updated form and any changes to be submitted to the Clerk within 28 days.

**54. To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:**

To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:

- a. The application falls between meetings, and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
- b. The Chairman of the Planning Committee is unavailable to convene an extra-ordinary meeting, or particular circumstances are such that the convening of an extra-ordinary meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies; community plan or Neighbourhood Plan adopted by the council; and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.

**Resolved – to accept the above.**

**Proposed: Cllr Harris, seconded: Cllr Carlile. All in favour.**

The meeting closed at 6.54pm