

BONBY PARISH COUNCIL

Parish Clerk – Holly Hanson
Appledore, 26 Main Street, Horkstow, Barton-upon-Humber, DN18 6BG
TEL: 07393 21 30 30
EMAIL: clerk@bonbyparishcouncil.gov.uk
www.bonbyparishcouncil.gov.uk

Minutes of the Annual meeting of Bonby Parish Council held at 6.45pm on Monday 12th May 2025, at the Village Hall, Bonby.

Present: Chair – Cllr Sarah Harriman.
Cllr Alex Haslett, Cllr Andy Martin
Clerk – Holly Hanson

No Ward Councillors attended

Public Participation

No members of the public attended.

APCM25/26– 0501 Election of Chairman

- a) Cllr Harriman was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk

APCM25/26– 0502 Apologies

- a) Reasons for apologies were accepted from Cllr Andy Trafford.

APCM25/26– 0503 Declarations of Interest

- a) No declarations of interest were made by any member of the council in respect of the agenda items

APCM25/26– 0504 Election of Vice-Chairman

- a) Cllr Haslett unanimously elected as Vice Chairman

APCM25/26– 0505 Internal Audit Report 2024/25

- a) Members received the Internal Audit Report for the 2024/25 year and noted the recommendations

APCM25/26– 0506 Annual Governance Statement 2024/25

- a) Members considered the Annual Governance Statement.
- b) Members unanimously approved the Governance Statement.
- c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM25/26– 0507 Annual Accounting Statement 2024/25

- a) Members considered the Accounting Statement and Summary of Accounts.
- b) Members unanimously approved the Accounting Statement and Summary of Accounts.
- c) The Chair signed and dated the Accounting Statement and Summary of Accounts

APCM25/26 – 0508 To approve and sign the Certificate of Exemption for Smaller Authorities 2024/25

The exemption certificate was unanimously approved and signed.

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APCM25/26– 0509 Election of Officers

- a) The following were unanimously elected represent the Parish Council at outside meetings and events
 - i) Low Villages Forum – No Officers were elected to represent the Council at the Low Villages Forum due to doubts about its continuation.
 - ii) Police NATS committee representative – Cllr Sarah Harriman and Clerk, Holly Hanson
 - iii) ERNLLCA District Committee Representatives(two) – Cllrs Sarah Harriman and Alex Haslett
- b) Councillors Harriman, Martin and Trafford to form the Personnel Committee.
 - i) Councillors reviewed and approved the Personnel Committee Terms of Reference

APCM25/26 – 0510 Delegation of Responsibilities

- a) Councillors discussed devolution of responsibility for responding to planning applications to the Clerk due to the shortened timeframes for responses.
Resolved – To devolve responsibility for responding to planning applications to the Clerk in consultation with Councillors, arranging Extraordinary Meetings for further discussion as necessary.

APCM25/26 – 0511 Responsibilities for Asset Inspections

- a) The following Councillors will be responsible for inspecting the following assets:
 - i) Gilman Trail, benches, bins and fences – Cllrs Haslett and Trafford
 - ii) Playing Field, and barrier – Cllr Martin
 - iii) Carr Lane litter bin and benches – Cllr Harriman
 - iv) Bus Shelter – Cllr Haslett
 - v) Telephone Box – Cllr Haslett
 - vi) Noticeboards – Cllr Haslett
 - vii) Salt Bins – Cllr Haslett
 - viii) Village planters – Cllr Harriman

APCM25/26 – 0512 Re-adoption of Code of Conduct and reminder of Register of Interests

Councillors unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had completed their Register of Interests

APCM25/26 – 0513 To approve the Internal Auditor for 2025/26

Councillors unanimously approved Brian Brooks as Internal Auditor for 2025/26

APCM25/26 – 0514 Policies and Procedures

- a) The Standing Orders were reviewed and approved.
- b) The Financial Regulations were reviewed and approved.
- c) The Member/Officer protocol was reviewed and approved.
- d) The Equal Opportunities policy was reviewed and approved.
- e) The Grievance policy was reviewed and approved.
- f) The Freedom of Information Policy was reviewed and approved.
- g) The Risk Assessments were reviewed and approved.
- h) The Asset Register was reviewed and approved.
- i) The IT Policy was reviewed and approved
- j) The Insurance Provision was reviewed alongside the Asset Register and approved.

APCM25/26 – 0515 Public Comment

No members of the public attended.