

**Minutes of the proceedings of Annual Council Meeting held in
Pittington Village Hall, High Pittington, 7pm,
Tuesday 21st May 2024**

Present: Councillors V Bell (Chair), C Hicks (Vice Chair), J Glasgow,
D Hall, D Tate, G Patton, G Laverick

Also: M Toal (Clerk) 2 members of public

01/24 Election of Chairman

It was proposed by Councillor D Hall and seconded by D Tate that Councillor V Bell be nominated as Chairman for the municipal year 2024/2025. **Resolved** – that Councillor Victoria Bell be appointed Chair of the Council for the municipal year 2024/25.

02/24 Declaration of Office, Chair

Declaration of office read and signed by Councillor Victoria Bell.

03/24 Introduction and Welcome

Chair, Councillor Victoria Bell welcomed everyone to the meeting.

04/24 Apologies for absence

Cllr J Everett, apologies accepted.

05/23 Election of Vice Chairman

It was proposed by Councillor V Bell and seconded by Councillor D Tate that Councillor Craig Hicks be nominated as Vice Chairman for the municipal year 2024/2025. **Resolved** – that Councillor Craig Hicks be appointed Vice Chairman of the Council for the municipal year 2024/25.

06/24 Cemetery Fees

Cemetery fees to remain as previous year, no increase.

07/24 Allotment Fees

Council members agreed on allotment fees for Coalford Lane allotments and Church Vale allotments. An increase to £60 per year per plot.

08/24 Appointment of Lead Members

The appointment of Lead Members

- Planning – C Hicks
- Allotments – V Bell
- Policies – J Glasgow
- Cemetery – G Patton

09/24 Sub Committees

Pride in Pittington (PIP) and Loans and Finance Committee to be sub committees of Pittington Parish Council. Gardening to Group to continue to be a parish voluntary group.

10/24 **Adoption of Governing Documents/Policies**

- Standing orders
- Cemetery Policy
- Financial Regulations
- Disciplinary Procedure
- Public Participation
- Allotment Policy
- Donation/Grant Policy
- Document Retention Policy
- Public Filming, Recording or otherwise reporting – Council/Committee Meetings
- Habitual/Vexatious Complaints Policy
- Co-Option Policy
- Model Publication Scheme
- Complaints and Comments Policy
- Health and Safety Policy
- Risk Assessment
- Communications Policy

Council agreed to adopt all policies, updated and signed by V Bell (Chair)

11/24 **Allotment Report**

The 2 allotment areas, Coalford Lane and Church Vale continue to be very popular with residents. Plots are always tended to with a waiting list also. Coalford Lane allotments continue to have the perimeter fencing repaired with another section recently replaced. There has been a couple of breakins this year with gates been broken and livestock taken. Church Vale continues to be a community allotment with open plots.

12/24 **Cemetery Report**

Pittington Cemetery at St Lawrence Church has continued as ever to be a popular burial site with local parishioners. There have been several burials and plot purchase throughout the year with the grounds continuing to be excellently maintained by Kevin Stock our handyman. Annual headstone checks are also done by Kevin for Health and Safety reasons

13/24 **Meeting Schedule 24/25**

Full Council to meet every 3rd Tuesday of the month, excluding August.

Signed
