

**Minutes of the Annual Meeting of CHARDSTOCK PARISH COUNCIL  
Wednesday 5th May 2021 at 7.00pm, held in "virtual" session (remotely) as  
per legislation contained within Clause 78, Coronavirus Regulations 2020.**

Present: Cllrs. C. Wilson (Chair), P. Greer (Vice-Chair),  
I. Cockburn, V. Conroy and P. Spearing.  
Clerk of the Council, Paul Hayward (also present as EDDC Ward member for Yarty)  
Michael Davis, Hon. Tree Warden  
0 members of the public.

Meeting opened at 7.30pm and Chair outlined procedures for virtual "online" meetings

**Public Forum:**

- i) No public questions or representations.
- ii) No reports from Honorary Representatives.
- iii) No reports from District or County Councillor (Absent) due to "purdah" restrictions.

*Chair closed public forum at 7.35pm.*

**AM1/21 Election of Chair**

Cllr. Wilson (outgoing Chair) handed Chair to Cllr. Greer who sought nominations for Chair.  
Cllr. Cockburn nominated Cllr. Wilson, seconded by Cllr. Conroy.  
No further nominations. Resolved unanimously.  
Cllr. Wilson was duly elected as Chair of Chardstock Parish Council.  
Cllr. Greer relinquished the Chair to Cllr. Wilson.

**AM2/21 Signing of Chair's Declaration of Acceptance of Office**

Clerk confirmed that this would be undertaken at a later time due to ongoing meeting restrictions.

**AM3/21 Election of Vice-Chair**

Chair sought nominations. Cllr. Cockburn nominated Cllr. Greer for Vice-Chair  
Seconded Cllr. Conroy. Resolved unanimously. Cllr. Greer duly elected as Vice Chair

**AM4/21 Signing of Vice-Chair's Declaration of Acceptance of Office**

Clerk confirmed that this would be undertaken at a later time due to ongoing meeting restrictions.

**AM5/21 To receive apologies for absence.**

Cllr. Hughes had sent his apologies. Chair proposed that these be accepted.  
Resolved unanimously. Apologies also received from County Councillor, Iain Chubb.  
NOTED.

**AM6/21 To receive member's Declarations of Interest**

None declared.

**AM7/21 To review minutes of previous Annual Meeting of Council held 15th May 2019**

Minutes of the previous Annual Meeting on 15th May 2019 had been previously adopted by Council on 12th June 2019. Reviewed and noted.

**a) Matters arising from these minutes**

- i) Clerk was asked to check that EDDC had responded to a query regarding the principle of development on plateaus in the AONB (as per BDH Management Plan) - 19/85a)
- ii) It was noted that Council had previously resolved to take the position that an invitation to a member of the public to speak would be taken as a understanding that the formal Standing Orders had been suspended to allow this representation (this was to prevent the formality of a vote {to suspend} to interrupt the contribution from the public member). (19/89).

Clerk: Please note both points above and return to Council with answer to (i) above.

**b) To note the postponement of the Annual Meeting in 2020 (CV Act 2020)**

Noted.

**AM8/21 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Parish Council held 24th April 2021**

These minutes had not yet been prepared. Their consideration was, therefore, deferred until the next scheduled Ordinary meeting.

**AM9/21 To appoint Responsible Financial Officer for 2021/22 financial period**

Chair proposed that the Clerk, Paul Hayward, continue in this role.  
Seconded Cllr. Cockburn. Resolved unanimously.

**AM10/21a) To consider payment of Chairman's Allowance for 2021/22**

Cllr. Greer proposed that the Chair be permitted to spend up to £200 in this financial year in respect of her reasonable expenses incurred in that role.  
Seconded by Cllr. Cockburn. Resolved unanimously.

**AM10/21b) To consider payment of Member's Allowance for 2021/22**

Cllr. Cockburn proposed that NO members allowances be paid in the current financial year. Seconded by Cllr. Conroy. Resolved unanimously.

**AM11/21 Election of Representatives from members and parishioners**

Community Hall Representative	<i>Cllr. Wilson. (Prop. Cllr. Conroy, Sec. Cllr. Greer. Resolved unan.)</i>
DALC Representative	<i>Cllr. Wilson. (Prop. Cllr. Conroy, Sec. Cllr. Greer. Resolved unan.)</i>

**AM12/21 Nominations for Honorary Footpath Warden (P3)**

Freda Goff kindly agreed to act as the HFW for the forthcoming year in the absence of any other nominations. Proposed Chair, seconded Cllr. Cockburn. Resolved unanimously. Chair thanked Freda for her continued help in this regard.

**AM13/21 Nominations for Honorary Tree Warden**

Michael Davis had confirmed that he was willing to continue in this role for another year. Proposed Chair, seconded Cllr. Conroy. Resolved unanimously. Chair thanked Michael for his continued help, support and knowledge in this regard.

**AM14/21 Nominations for Honorary Parish Naturalist**

Edward Wells had confirmed that he was willing to continue in this role for another year. Proposed Chair, seconded Cllr. Cockburn. Resolved unanimously. Chair thanked Edward for his continued contribution to the parish in this respect.

**AM15/21 To consider renewal of subscriptions to the following bodies:**

- a) **NALC/DALC.** Chair proposed. Cllr. Greer seconded. Resolved unan.
- b) **BDHPN** \* Cllr. Conroy proposed. Cllr. Cockburn seconded. Resolved unan.  
*\* Blackdown Hills Parish Network (jointly with All Saints Parish)*

**AM16/21 Financial Matters to be considered:**

- a) It was proposed by Chair that bank signatories remain unchanged. Resolved unanimously.
- b) Parish Council Insurance renewal quote is currently awaited (final year of 3 year FTA). As the renewal was already a formality (as part of a 3 year agreement ending June 2022), RFO confirmed that the renewal quote will be brought before Council as a payment to be approved in June 2021 (with amendment re: play park assets and risk revision).

**AM17/21 To accept and approve Internal Auditor's report for Financial Year 2020/21**

Report was previously circulated to members as part of their review of the end of year financial documentation. Proposed by Cllr. Cockburn, Seconded Chair. Resolved unanimously. **Clerk: please forward a copy to External Auditor and publish on Parish Council website as previously.**

**AM18/21 To consider and, if thought fit, approve and sign Annual Governance Statement Section ONE Annual Governance and Accountability Return 2020/21 (AGAR3)**

Members considered Governance Statements 1 to 9 inclusive and gave an affirmative answer to all statements except 9, where Council has no responsibility, thus answer is Not Applicable. Proposed Chair. Seconded Cllr. Greer. Resolved unanimously. To be signed by Chair on behalf of Council as approved (as per extant legislation). **Clerk: Please publish on Parish Council website, and noticeboard, as previously.**

**AM19/21 To consider and, if thought fit, approve and sign Accounting Statements Section TWO Annual Governance and Accountability Return 2020/21 (AGAR3)**

Members considered Accounting Statements 1 to 11 inclusive as provided by the RFO. Approval proposed by Chair, & seconded by Cllr. Greer. Resolved unanimously. To be signed by Chair on behalf of Council as approved (as per extant legislation).

**Clerk: Please publish both of these documents to Council website by 30th June 2021**

**AM20/21 To consider and, if thought fit, approve ancillary/supporting paperwork to accompany Annual Governance and Accountability Return (AGAR3) 2020/21**

Members considered supporting paperwork as provided by the RFO. Approval proposed by Chair, & seconded by Cllr. Cockburn. Resolved unanimously.

**Clerk: Please publish these documents to Council website by 30th June 2021 and forward all to External Auditing authority (with approved AGAR3 docs. as above) for external auditing as per statutory requirements.**

**AM21/21 To consider the dates for publication of the Notice Period for the exercise of Public Rights together with an unaudited copy of AGAR2 documents (as above) on noticeboard and Council website.**

Members noted dates suggested by the external auditing authority (14/6/21 to 23/7/21) Submission proposed by Cllr. Cockburn, and seconded by Cllr. Conroy. Resolved unanimously.

**Clerk: Please publish the Public Rights Notice by 13th June 2021 and forward confirmation to External Auditing authority (with other papers as above).**

**AM22/21 Resolution: That Chardstock Parish Council has fulfilled, and met, the requirements as required under the Transparency Code Regulations and Accounts and Audit Regulations 2018.**

Proposed by Chair, seconded by Cllr. Cockburn. Resolved unanimously.

**AM23/21 Resolution: That Chardstock Parish Council will continue to publish all information as required under the Transparency Code Regulations and Accounts and Audit Regulations 2018.**

Proposed by Chair, seconded by Cllr. Cockburn. Resolved unanimously.

**AM24/21 To review Council policies and procedures and to formally adopt same.**

**Policies below have been reviewed by Councillors and amendments made as resolved.**

- a)i) Extant Standing Orders. Proposed Chair. Seconded Cllr. Greer. Adoption Resolved.
- a)ii) Standing Orders (CV2020 supplementary Standing Orders) to be rescinded immed. Proposed Chair. Seconded Cllr. Greer. Resolved unanimously.
- b)i) Financial Regns. Proposed Chair. Seconded Cllr. Cockburn. Resolved as amended. *(All references to Chairman/Vice-Chairman to be expunged and replaced with Chair/Vice-Chair).*
- b)ii) Delegation Policy. Proposed Chair. Seconded Cllr. Greer. Resolved unanimously.
- c) Council's Code of Conduct. Proposed Cllr. Cockburn. Seconded Cllr. Greer. Resolved unanimously.
- d) Asset Register review as at 31st March 2021. Internal Auditor observations noted.

**Clerk: Please publish with the AGAR2 documents as approved above.**

**AM25/21 Chair's Announcements / Matters of Urgency for report only.**

None.

**AM26/21 Financial matters:**

**a) To consider delegating authority to the RFO to make payments (as required) as per the Delegated Authority Policy (see AM24/21b)ii) above) for May 2021 if it becomes unlawful to hold a Parish Council meeting on 9th June 2021; these payments to be subsequently ratified at the earliest opportunity at an Ordinary Meeting of the Parish Council:**

Proposed by Chair, seconded by Cllr. Greer. Resolved unanimously.

**AM27/21 Planning matters:**

**a) To consider planning applications received: *none to be considered.***

**b) Tree Matters; *none to be considered.***

**c) Determinations advised; *none advised.***

**\* Denotes where decision varies with Council's views / comments**

**d) Planning Correspondence received.**

*None received.*

**AM28/21 Correspondence received:**

i) Chair confirmed that the ACV registration bid had been submitted and acknowledged. Additional information had already been requested by EDDC and a response submitted.

ii) There had been further correspondence re: the proposed amenity bench at Holy City Chair asked that this matter be considered again at the next available meeting.

**Clerk: Please add to next agenda as directed.**

**AM29/21 Date of next Annual Meeting:**

Wednesday May 11th 2022 - 7pm. Venue likely to be Chardstock Community Hall.

Date of next Ordinary meeting - 9th June 2021 (7.30pm start) - to be held at CCH.

With no further business to transact, the meeting closed at 8.15pm.

**Signed:**

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Chair

**Date:**

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