

Minutes of the Annual Meeting of CHARDSTOCK PARISH COUNCIL
Wednesday 11th May 2022 at 7.00pm, held at Chardstock Community Hall
Minutes approved at Parish Council meeting held 15th June 2022

Present: Cllrs. C. Wilson (Chair), P. Greer (Vice-Chair), F. Eames, S. Hughes, M. Reeve and L. Sonnenberg
Clerk of the Council, Paul Hayward (also present as EDDC Ward member for Yarty)
4 members of the public.

Meeting opened at 7.00pm and Chair read statement regarding Councillor conduct and adherence of (and compliance with) the Nolan Principles for Public Life.

Public Forum:

i) Representation from parishioner regarding vehicular access to Ivy Green Farm for commercial purposes through "The Parade" in purported breach of previous planning consent for the commercial activity on that site. Complaints also lodged regarding timing of access, size of vehicles using the highway and requests that said vehicles use Harestone Cross access as parishioner believed was the requirement of the planning consent. Noted.

ii) No reports from Honorary Representatives or Police Representative.

Member of the public spoke regarding possibility of Devon and Cornwall Police using Community volunteers to assist in crime detection and prevention. Noted.

iii) No report from County Councillor (Absent).

Verbal report from EDDC Cllr. Paul Hayward. Noted

Chair closed public forum at 7.25pm.

AM1/22 Election of Chair

Cllr. Wilson (outgoing Chair) handed Chair to Cllr. Greer who sought nominations for Chair. Cllr. Sonnenberg nominated Cllr. Wilson, seconded by Cllr. Greer.

Cllr. Wilson accepted the nomination. No further nominations. Resolved 5/0/1 abstn.

Cllr. Wilson was duly elected as Chair of Chardstock Parish Council.

Cllr. Greer relinquished the Chair to Cllr. Wilson.

AM2/22 Signing of Chair's Declaration of Acceptance of Office

Clerk confirmed that this would be undertaken at a later time. Noted.

AM3/22 Election of Vice-Chair

Chair sought nominations. Cllr. Sonnenberg nominated Cllr. Greer for Vice-Chair.

Seconded Cllr. Hughes. Cllr. Greer accepted nomination. No further nominations.

Resolved 5/0/1 abstn. Cllr. Greer duly elected as Vice Chair

AM4/22 Signing of Vice-Chair's Declaration of Acceptance of Office

Clerk confirmed that this is no longer necessary. No further action required. Noted.

AM5/22 To receive apologies for absence.

No member apologies received as all members of Council were present.

Apologies received from Michael Davis, Hon. Tree Warden. Noted.

AM6/22 To receive member's Declarations of Interest

None declared.

AM7/22 To review minutes of previous Annual Meeting of Council held 5th May 2021

Minutes of the previous Annual Meeting on 5th May 2021 had been previously adopted by Council on 27th May 2021. Reviewed and noted.

a) Matters arising from these minutes

None raised.

AM8/22 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Parish Council held 13th April 2022

Chair asked that the minutes be amended under entry 22/046v) to remove all words after "current location..." and replace with "...to the point where the existing 30mph speed limit changes to the National Speed limit west of Hoopers Farm".

Substantive minutes proposed for approval by Chair, seconded by Cllr. Reeve.

Resolved unanimously.

The signing of the minutes was deferred until the changes could be implemented.

Chair proposed that the running order of the meeting be amended to allow consideration of agenda item AM25/22d) items i), ii) and iii). Agreed and noted.

AM25/22 d) To consider matters pertaining to the Community Shop Project.

i) Outcome of the recent consultative ballot was confirmed. 68.1% of respondents were supportive of the proposal that the Parish Council seek to borrow £180,000 to assist towards the purchase costs of the Community Shop in conjunction with the Community Shop Committee group. Turnout (response rate) was 76.7%.

Chair thanked all the committee and their volunteers for the hard work that went into administering and executing the consultative ballot exercise.

ii) RFO provided a report on the progression of the PWLB application. Noted.

iii) To consider any other matters pertaining to this subject considered as urgent by Chair. It was noted that a meeting was still to be arranged between Chair, Clerk and members of the Community Shop Committee group to discuss the funding agreement and other such administrative/financial matters. Noted.

Mr Wheeler spoke (at Chair's invitation) to outline the ongoing application to the national Community Ownership Fund (COF) scheme, and confirmed that applications were being sought in June 2022. The intention was to use the Parish Council's pledged £180,000 to act as the requisite "match-funding" as per the scheme criteria.

Chair thanked the committee for their continued efforts to save the village shop.

Chair proposed that the meeting order be resumed as per published agenda. Agreed.

AM9/22 To appoint Responsible Financial Officer for 2022/23 financial period

Chair proposed that the Clerk, Paul Hayward, continue in this role.

Seconded Cllr. Reeve. Resolved unanimously.

AM10/22a) To consider payment of Chairman's Allowance for 2022/23

Cllr. Hughes 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. Sonnenberg. Resolved unanimously.

AM10/22b) To consider payment of Member's Allowance for 2022/23

Chair proposed that NO members allowances be paid in the current financial year. Seconded by Cllr. Greer. Resolved unanimously.
Clerk/RFO to add consideration of this subject for FY23-24 into NOV/DEC budget meeting.

AM11/22 Election of Representatives from members and parishioners

Community Hall Representative Cllr. Wilson.
(Prop. Cllr. Reeve, Sec. Cllr. Hughes. Resolved 5/0/1 abstn.)
DALC Representative Cllr. Wilson (Chair, ex-officio)
(Prop. Cllr. Reeve, Sec. Cllr. Greer. Resolved unan.)

AM12/22 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. Sonnenberg.
Resolved unanimously. Chair thanked Freda for her continued help in this regard.

AM13/22 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. Greer. Resolved unanimously.
Chair thanked Michael for his continued help, support and knowledge in this regard.

AM14/22 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. Greer. Resolved unanimously.
Chair thanked Edward for his continued contribution to the parish in this respect.

AM15/22 To consider renewal of subscriptions to the following bodies:

a) NALC/DALC. Chair proposed. Cllr. Greer seconded. Resolved unan.
Cost £189 plus VAT per annum for 2022-23.

b) BDHPN * Chair proposed. Cllr. Reeve seconded. Resolved unan.
Cost £60 (no VAT) per annum for 2022-23.

** Blackdown Hills Parish Network (joint membership with All Saints parish)*

AM16/22 Financial Matters to be considered:

a) It was proposed by Chair that bank signatories remain unchanged albeit noting that a previous resolution had approved the addition of Cllrs. Hughes and Sonnenberg to the Unity Trust Bank mandate. Noted. RFO: Please action as soon as possible.

It was also noted that the Lloyds bank account had been closed. Proposal approved.
RFO: Please liaise with the PWLB to ensure that their repayments come from the UTB account in the future via an amended D/D mandate instruction, signed accordingly.
Resolved unanimously.

b) Parish Council Insurance renewal quote is currently awaited .

RFO confirmed that the renewal of the policy will be brought before Council as a payment to be approved in June 2022 (with premium uplifts anticipated re: play park and war memorial assets added) and an increase expected due to contraction of the Local Council insurance marketplace.

AM17/22 To consider revised timetable for the completion and submission of the 21-22 Financial Year Annual Governance and Accountability Return (AGAR); RFO to provide a verbal report.

RFO explained that the FY21-22 accounts were still with the Internal Auditor but that he anticipated that they would be finalised and signed off in time for the June ORD meeting so that Council could consider and, if thought fit, approve the accounts and AGAR ready for the submission of the same by the deadline date set of 30th June 2022.

The accounts for FY20-21 had been restated at the request of the External Auditor to reflect revisions relating to the re-coding of certain payments such as mileage claims from "staff costs" to "other costs" in accordance with guidance notes provided by the regulatory authorities.

Noted.

AM18/22 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 (01/07/22 to 11/08/22) Submission as per those dates was proposed by Chair, and seconded by Cllr. Greer. Resolved unanimously.

Clerk: Please publish the Public Rights Notice by 30th June 2022 with the exemption notice. and forward confirmation to External Auditing authority (with other papers as above).

AM19/22 Resolution: That Chardstock Parish Council has fulfilled, and met, the requirements as required under the Transparency Code Regulations for smaller local authorities.

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

AM20/22 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. Greer. Resolved unanimously.

AM21/22 To review Council policies and procedures and to formally adopt same.

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

- a) Extant Standing Orders. Proposed Chair. Seconded Cllr. Reeve. Adoption Resolved.
- b)i) Financial Regs. Proposed Chair. Seconded Cllr. Hughes. Resolved as amended.
(This was a substantive document after 4 minor changes suggested by Chair)
- b)ii) Delegation Policy. Proposed Cllr. Greer. Seconded Cllr. Hughes. Resolved unanimously.
- c) Council's Code of Conduct. Clerk spoke on this matter in light of recent EDDC revisions to their Model Code of Conduct Policy which had been published after this agenda publication. Clerk asked Chair to recommended deferral of this matter until the impact of those changes and alterations could be properly assessed and considered. Chair proposed deferral until a later meeting of this Council (t.b.a.). Seconded by Cllr. Greer. Resolved unanimously.
- d) Asset Register review as at 31st March 2022. Reviewed and asset value increase noted *

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

AM22/22 Chair's Announcements / Matters of Urgency for report only.

Councillors were advised that Chardstock Bowling Club had submitted a licence application to EDDC for processing. Noted. No comments proposed in opposition or support.

AM23/22 Financial matters:

- a) To consider and, if thought fit, to approve payments for April 2022.
Payments to value of £2734.21. Proposed by Chair, seconded by Cllr. Hughes. Resolved unan.
RFO: Please make this payments accordingly and amend financial records to reflect payments.
- b) To consider payments made under Chair's/RFO's delegated authority.
Noted (see payment schedule published for details of such transactions).
- c) To consider financial reports for year to date (April 2022).
Received and noted. Report content approved proposed by Chair. Resolved unanimously.
- d) Questions to RFO on the reports circulated and published.
None raised by members.
- e) To consider delegating to the RFO the authority to make payments (as required) in May (see Delegation Policy AM21/22b)ii) above); any such payments to be ratified by this Council in June 2022. Proposed by Chair, seconded by Cllr. Greer. Resolved unanimously.

AM24/22 Planning matters:

- a)i) To consider planning applications received prior to agenda publication: *none advised.*
- a)ii) To consider planning applications received after agenda publication: *none advised.*
- b) To consider tree (planning) matters: *none advised*
- c) Determinations advised; *none advised.*

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

- d) Planning enforcement/appeal matters:

Representation received (see Public Forum) regarding possible enforcement breaches at Ivy Green Farm. Chair proposed that Council seek assistance of the ward member to lodge an enforcement complaint with EDDC (the planning authority) to seek clarity on what the previous planning consents had authorised on the site and whether recent activity was a breach of those consents. Secoded by Cllr. Hughes. Resolved unanimously.

Clerk: Please action accordingly and report back to Council with EDDC response.

- e) Planning correspondence received:

Chair asked the Clerk to chase the EDDC Conservation Officer as to progress with the War Memorial repair/cleaning works (previously consented) to ensure that the works were completed in accordance with the planning consent by the end of October 2022 at the latest i.e. to ensure that the war memorial was ready for the Remembrance Day event in NOV.

Clerk: Please action accordingly and report back to Council with EDDC response.

AM25/22 Business to be considered:

- a) **To consider articles for the June 2022 Parish Magazine publication.**

Submission of relevant Council articles was duly delegated to the Chair to undertake. Noted.

- b) **To consider correspondence on the subject of recent resolution to extend the 20mph speed limit within the village.**

It was noted that the minutes of the meeting held 11/4/2021 had been amended to take into account the representation from a parishioner. No further action proposed at this time.

- c) **To consider matters pertaining to the celebration of HM The Queen's Platinum Jubilee.**

Noted. Council had offered to assist financially towards events in the parish.

- d) **THIS MATTER HAD BEEN DISCUSSED AT AN EARLIER PART OF THIS MEETING.**

- e) **To consider correspondence relating to additional grounds maintenance in the parish.**

This was noted. Council did not feel it was appropriate to start cutting this extra piece of grassed verge at this time, citing "No Mow May" and the fact the land belonged to a 3rd party. It was agreed that the Parish lengthsman would be asked to attend to the weed growth in Henley Close/Green Lane and that, furthermore, they would be directed to cut the grass verge at the entrance to Broome Lane twice per annum on safety/visibility grounds, and to create an access pathway from the roadside into the hedgeline to allow public access to the Jubilee Oak tree planted thereupon by EDDC earlier in the year.

Clerk: Please liaise with Parish Lengthsman accordingly in respect of the above decision.

- f) **To review Annual Play Area Inspection report and approve any actions recommended.**

Report noted. Delegated authority was afforded to Clerk to carry out minor works outlined and recommended in the report.

Clerk: Please liaise with Parish Lengthsman accordingly in respect of the above directions.

g) To consider Annual Costs of Play Inspection Software.

RFO presented report on recent meeting with software provided. This could be purchased by the Parish Council on an "ad hoc" per-inspection basis. Annual cost approx £100.

It was proposed by Cllr. Greer, seconded by Cllr. Sonnenberg, that Council should purchase the software (without an annual licence) and seek to inspect the play area weekly between April and October, and 3-weekly between November and March annually.

The Council's Risk Assessment register should also be amended to reflect the use of such software and the frequency of the play inspection visits (the annual inspection would still be carried out by a certified and trained 3rd party). Resolved unanimously.

Clerk: Please liaise with the software provider accordingly in respect of the above directions.

h) To note the resignation of Neil Parish MP and consider arrangements for the forthcoming by-election in June.

Noted. The arrangements would be made by the hall trustees as that was the parish polling station venue ordinarily.

i) To consider training needs/expenditure for FY22-23.

Clerk was asked to liaise with members to identify any training needs and research availability and price of training events locally.

AM26/22 Date of next Annual Meeting:

Wednesday May 17th 2023 or May 24th 2023 - 7pm (dependent on parish election dates).
Venue to be Chardstock Community Hall.

Date of next Ordinary meeting - 8th June 2022 (7pm start) to be held at CCH (Committee room).

AM27/22 Proposal to move meeting into Part Two (Confidential Business) session.

Proposed by Cllr. Greer as per statement published on agenda. Seconded by Cllr. Reeve.

Resolved unanimously.

All members of the public left the meeting at this point. All recording of meeting stopped.

AM28/22 To consider confidential employment matters.

Employment matter considered. Noted by members. Chair to liaise with Clerk accordingly.

With no further business to transact, the meeting closed at 9.15pm.

Signed:

Chair

Date:
