

## CHARDSTOCK PARISH COUNCIL

### Minutes approved at ORD meeting held 12/04/2023

#### Minutes of the Ordinary Council Meeting held on Wednesday 22<sup>nd</sup>

#### March 2023 – 7.00pm; meeting held in Chardstock Community Hall.

Present: Cllrs. Wilson (Chair), Greer (Vice-Chair), Hughes, Reeve & Sonnenberg (quorate).

In Attendance: Paul Hayward (Clerk) (also representing East Devon District Council).

Two members of the public were also in attendance.

	<p><b>The Chair welcomed all in attendance and outlined Fire Safety precautions.</b></p> <p><b>Public Forum:</b></p> <p>i) No Police report received. No crimes / incidents reported in January 2023.</p> <p>ii) No P3 (footpath) report available.</p> <p>iii)</p> <p>a) Report from DCC Cllr. Chubb. Written report had been received and circulated. Cllr. Chubb's apology for absence was noted</p> <p>b) Report from EDDC Cllr. Hayward. Verbal report received with thanks.</p> <p>iv) No public representations made.</p> <p><b>The Chair closed Public Forum session accordingly at 7.05pm.</b></p>
23/001 i)	<p><b>To note members of the Parish Council in attendance:</b></p> <p>As listed above.</p>
23/001 ii)	<p><b>To note and, if thought fit, to approve apologies for absence received:</b> <b>(LGA 1972 s.85(1))</b></p> <p>Cllr. Eames was absent due to a conflicting engagement. Chair proposed acceptance of his apology and that absence be noted. Seconded Cllr. Greer. Resolved unanimously.</p>
23/001 iii)	<p><b>To note members not present and to receive any other apologies for absence:</b> Apologies received from Hon. Footpath Warden, Mike Davis &amp; Cllr. Iain Chubb (DCC). Noted.</p>
23/002	<p><b>Declarations of interest under the Code of Conduct:</b></p> <p>No declarations made.</p>
23/003	<p><b>To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of the Public Bodies (Admission to Meetings) Act 1960:</b></p> <p>None proposed other than that already listed on agenda for Part Two discussion.</p>
23/004	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary Meeting of Chardstock Parish Council held on 8<sup>th</sup> February 2023:</b> <b>Approval of the minutes of this Ordinary Meeting was proposed by the Chair, seconded by Cllr. Greer. Resolved unanimously.</b></p> <p>Minutes signed as a true record of that meeting by the Chair.</p> <p><b>Matters arising from these minutes:</b></p> <p><i>None.</i></p>

<p>23/005</p>	<p><b>To consider matters pertaining to Chardstock Community Shop</b></p> <p>Chair invited Community Shop representatives to address Council.</p> <p>The two speakers outlined their concerns over the delay in the transfer of the remaining PWLB funds from the PC to the Shop Committee which were required to enable building works to progress.</p> <p>Chair outlined her concerns and those received from other parties.</p> <p>Clerk/RFO outlined the financial/legal position with regards to these “ring-fenced” funds. After further debate amongst members of the Council, <b>it was proposed by Cllr. Greer, seconded by Cllr. Sonnenberg, that the remaining £19,000 (the £20,000 retainer less £1000 which represented the additional interest sum agreed between the two parties – see previous minutes) be transferred to the Shop Committee as quickly as possible. Resolved unanimously.</b></p> <p><i>RFO asked for copies of the recipient account bank statements so that he could undertake due diligence.</i></p> <p>Speakers further outlined the challenges facing the shop over the coming months in uncertain economic trading conditions. The committee members agreed to keep the Parish Council abreast of all developments and progress.</p> <p>The Chair thanked the speakers for their attendance and wished them every success for the future of the enterprise.</p> <p><i>Both members of the public left the meeting at this point.</i></p>
<p>23/006</p>	<p><b>To consider Parish Maintenance, Highways and Footpath (P3) matters:</b></p> <p>i) Clerk provided a verbal update on ongoing parish maintenance issues; contractor was asked to attend to some weed/plant growth nuisance at Kit Bridge and to resume cuts at the Play Park. The rotted-out timbers (stock fences) around the play park trees were to be removed after being mentioned in the safety inspection reports. <b>It was also proposed by Chair, seconded by Cllr. Sonnenberg, to relocate the PC dog waste bin from Cuckholds Pit (corner) to Westcombes to provide a dual facility at that location. Resolved unanimously.</b></p> <p>Clerk: Please note and liaise with Lengthsman to arrange accordingly.</p> <p>ii) Clerk was asked to contact DCC Highways again re: damaged Tytherleigh signs on A358. Noted.</p> <p>iii) P3 / Footpaths update. Survey forms were completed and submitted to DCC with grant request application for FY23-24. Noted.</p> <p>The Chair reported that the footpath bridge across the Kit on FP24 (north of Stockstyle Farm) was damaged and was posing a safety hazard. Clerk to raise the matter with DCC P3 and our P3 warden.</p> <p>Noted.</p> <p><i>Continued overleaf.</i></p>

23/007	<p><b>Planning matters to be considered:</b></p> <p>No planning matters under agenda items a) to g) inclusive to be considered. Noted.</p>
23/008	<p><b>Financial Matters to be considered:</b></p> <p>a) <b>It was proposed by Cllr. Greer, seconded by Cllr. Hughes, that Council payments for February 2023 be approved (£1188.00). Resolved unanimously.</b></p> <p>b) RFO Reports for February 2023 were received and noted.</p> <p>c) No questions to RFO on accounts / financial reports.</p> <p>d) To consider proposal to delegate to RFO (in conjunction with Chair) authority to make all necessary payments in March 2023 to enable the close-down of the Council's EOY accounts; any such payments to be reported to Council in April. <b>Proposed from the Chair. Resolved unanimously.</b></p> <p>e) To consider and, if thought fit, to approve Council's annual Risk Assessment review. <b>Approval proposed by Cllr. Reeve, seconded by Cllr. Greer. Resolved unanimously.</b></p> <p>f) To consider and, if thought fit, to approve Council's Internal Financial Control review for FY22-23. <b>Approval proposed by Cllr. Greer, seconded by Cllr. Sonnenberg. Resolved unanimously.</b></p> <p>g) To note items of expenditure authorised under Chair/Clerk delegated authority. <i>None</i></p> <p>h) To consider renewal of Blackdown Hills Parish Network membership at a cost of £60. <b>Proposed by Cllr. Sonnenberg, seconded by Cllr. Hughes. Resolved unanimously.</b></p> <p>i) To consider renewal of Devon CPRE membership at a cost of £36. <b>Proposed by Chair, seconded by Cllr. Sonnenberg. Resolved unanimously.</b></p> <p>j) To consider additional costs arising from cessation of shared Clerk resource with All Saints PC. <b>Proposed by Chair, seconded by Cllr. Sonnenberg that CPC would pass full ownership/asset value of the shared laptop to ASPC in exchange for the asset value acquisition of the A3 colour printer. A further £1000 would be set aside for the purchase of a new laptop for the replacement Clerk and any other IT items needed to enable a smooth handover between officers. Resolved unanimously.</b></p> <p>k) To receive report from RFO on timetable for forthcoming completion of the AGAR2 (Annual Return). <i>Received and noted.</i></p> <p><i>Continued overleaf</i></p>

	<b>Chardstock Parish Council Business to be considered:</b>
23/009 a)i)	<b>a)i) To note date of Annual Parish Meeting – Wednesday 12<sup>th</sup> April 2023 at 7.00pm in the Community Hall.</b> Noted
23/009 a)ii)	<b>a)ii) To receive the revised schedule of meetings for 2023-24.</b> <b>Chair proposed that these revised dates be adopted and published. Resolved unanimously. Clerk: please action accordingly.</b>
23/009 b)	<b>b) To consider submission of articles to Parish Newsletter for the April 2023 edition:</b> Chair advised that, due to the re-scheduling of this Ordinary meeting of the Council (from 8 <sup>th</sup> March), no newsletter submission had been possible. Noted.
23/009 c)	<b>c) To consider matters pertaining to streetlighting in the village/parish.</b> Clerk reported that community ballot was in progress and that votes cast would be counted by an independent person at month end and the results conveyed back to the Council in April. Chair asked that the minutes record the Council's thanks to Mandy Titman for her efforts and labour in this respect.
23/009 d)	<b>d) To consider matters pertaining to tree planting in the parish.</b> In the absence of the Honorary Tree Warden, this agenda item was deferred to the next Ordinary Meeting by the Chair who also asked that Mr. Davis be formally invited to the Annual Parish Meeting (as above). Noted.
23/009 e)	<b>e) Report from Clerk on forthcoming local elections.</b> Report received and noted by members.
23/009 f)	<b>f) Report from Clerk on forthcoming protocol for the “pre-election period” (also known as ‘purdah’)</b> Report received and noted by members.
23/009 g)	<b>g) To receive annual report from Clerk on LTN30 (NALC Defamation and Libel legal advice).</b> Report received and noted by members.
23/009 h)	<b>h) To receive update from Clerk on Playground Inspection Matters</b> Report received and noted by members.
23/010	<b>Other matters considered as urgent by presiding Chair for discussion only:</b> None raised.
23/011	<b>Date of next meeting:</b>  Next Ordinary meeting of council scheduled for 12 <sup>th</sup> April 2023 7.30pm start time (to immediately follow the Annual Parish Meeting). <b>Clerk: Please prepare agenda and publicise accordingly through usual channels.</b>

Initial:

23/012	<p><b>"It is proposed by Cllr. Greer that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Members to agree upon matters to be discussed in confidential session, as per agenda item 23/003 above.".</b> Seconded by Cllr. Hughes. Resolved unanimously.</p> <p><i>At this point of the evening, all members of the public had already left the meeting.</i></p>
23/013	<p><b>Matters for discussion under Part Two (Confidential) business:</b></p> <p>i) The recent NALC statement on FY23-24 pay negotiations was received and noted and members accepted that the outcome of that negotiation would have a direct effect on Council's finances (albeit there had already been a budget adjustment in anticipation of the settlement).</p> <p>ii) <b>It was proposed by Chair, seconded by Cllr. Greer, that Chair and Clerk should meet with the preferred candidate to agree terms for the job offer and to proceed with references etc once the candidate had agreed to formally accept the role as Clerk to the Parish Council. Pay scales and conditional terms agreed. Resolved unanimously. Chair/Clerk: Please note and action accordingly.</b></p> <p>iii) <b>It was proposed by Cllr. Sonnenberg, seconded by Chair, to make a superannuation payment to the existing Clerk in line with the existing contractual employment terms. Such payment to be made in March 2023 (FY22-23). Resolved unanimously.</b> RFO: Please action accordingly.</p>
	<p><b>With no further business to transact, the Chair closed the meeting at 8.40pm</b></p>

**Minutes approved at ORD meeting held 12/04/2023**

**Minutes of the Ordinary Council Meeting held on Wednesday 22<sup>nd</sup> March 2023 – 7.00pm; meeting held in Chardstock Community Hall.**

Signed: \_\_\_\_\_ Date: 12<sup>th</sup> April 2023  
(Chair)

Initial: