

Minutes of the Annual Meeting of CHARDSTOCK PARISH COUNCIL
Wednesday 17th May 2023 at 7.00pm, held at Chardstock Community Hall
Approved Minutes of the Annual Meeting

Present: Cllrs. C. Wilson (Presiding Chair), P. Greer, F. Eames, S. Hughes,
M. Reeve and L. Sonnenberg
Clerk of the Council, Sally Freemantle
Locum Clerk of the Council, Paul Hayward
No members of the public.

Meeting opened at 7.00pm

Public Forum:

No public speakers in attendance.

Chair closed public forum at 7.05pm.

AM1/23 Election of Chair

At this point of the meeting, the current Vice-Chair (Cllr. Greer) was not yet present and so Cllr. Sonnenberg took the Chair for the first agenda item.

Acting Chair (Cllr. Sonnenberg) sought nominations for Chair.

Cllr. Eames nominated Cllr. Wilson, seconded by Cllr. Reeve.

Cllr. Wilson accepted the nomination. No further nominations. Resolved 3/0/1 abstn.

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

Cllr. Sonnenberg relinquished the Chair to Cllr. Wilson.

AM2/23 Signing of Chair's Declaration of Acceptance of Office

Chair signed their Declaration of Acceptance of Office, witnessed by the Locum Clerk.

AM3/23 Election of Vice-Chair

Chair nominated Cllr. Greer for Vice-Chair in her absence.

Seconded by Cllr. Sonnenberg. Cllr. Greer had previously indicated her agreement to accept nomination. No further nominations. Resolved unanimously.

Cllr. Greer duly elected as Vice Chair

AM4/23 Signing of Vice-Chair's Declaration of Acceptance of Office

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

Clerk: Please remove this item of business from future Annual Meeting agendas.

AM5/23 Signing of Councillors Declarations of Acceptance of Office

Locum Clerk witnessed the signatures of all members on the relevant documents. Noted.

AM6/23 To receive apologies for absence from members of the Parish Council

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

** Cllrs. Greer and Hughes had arrived at 7.15pm*

AM7/23 To note any other apologies for absence received

Apologies received from Iain Chubb (DCC), Duncan Mackinder (EDDC), Michael Davis, Paul Spearing & Mandy Titman. Noted.

AM8/23 To receive member's Declarations of Interest

None declared.

AM9/23 To review minutes of previous Annual Meeting of Council held 11th May 2022

Minutes of the previous Annual Meeting on 11th May 2022 had been previously adopted by Council on 20th June 2022. Reviewed and noted.

a) Matters arising from these minutes

None raised.

AM10/23 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Parish Council held 12th April 2023

Draft minutes proposed for approval by Chair, seconded by Cllr. Eames.
Resolved unanimously.

The Chair signed the minutes as a true record of that meeting.

a) Matters arising from these minutes

Locum Clerk confirmed that the Parish Council request for extension of the 20mph speed limit in the village had been unsuccessful as part of the most recent DCC consultations.

AM11/23 To note members elected as a result of recent uncontested parish elections.

All 6 members present this evening had been returned to office unopposed.
Therefore, no vacancies exist on the Parish Council at the present time.

AM12/23 To appoint Responsible Financial Officer for 2023/24 financial period

Chair proposed that the Clerk, Sally Freemantle, be appointed to this role.
Resolved unanimously.

AM13/23 To consider payment of Chairman's Allowance for 2023/24

Cllr. Eames proposed that the Chair be permitted to spend up to £100 in this financial year in respect of her reasonable expenses incurred in that role.
Seconded by Cllr. Sonnenberg. Resolved unanimously.

AM14/23 To consider payment of Member's Allowance for 2022/23

Locum Clerk clarified the regulations regarding payment (and claims) for allowances.
As such, it was noted by all that members could claim (via Clerk) if they so wished.
Clerk/RFO: Please liaise with any members that wish to claim their allowance.

AM15/23 Election of Representatives from members and parishioners

Community Hall Representative *Cllr. Wilson.*
(Prop. Cllr. Greer, Sec. Cllr. Hughes. Resolved 5/0/1 abstn.)

AM16/23 Election of Representatives from members and parishioners

DALC Representative *Cllr. Wilson (Chair, ex-officio)*

AM17/23 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. Reeve.
Resolved unanimously. Chair thanked Freda for her continued help in this regard.

AM18/23 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. Eames. Resolved unanimously.
Chair thanked Michael for his continued help, support and knowledge in this regard.

AM19/23 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. Sonnenberg. Resolved unanimously.
Chair thanked Edward for his continued contribution to the parish in this respect.

AM20/23 To consider renewal of subscriptions to the following bodies:

a) NALC/DALC. Cllr. Sonnenberg proposed. Cllr. Hughes seconded. Resolved unanimously.
Cost £221 plus VAT per annum for 2023-24

AM21/23 Financial Matters to be considered:

a) It was proposed by Chair that Cllrs. Hughes and Sonnenberg be added as bank signatories together with the new Clerk, Sally Freemantle. Paul Hayward to be removed as signatory. Resolved unanimously.

RFO: Please action as soon as possible and arrange for Cllrs. Eames & Greer to have their UTB access details resent to them as a matter of urgency.

b) Parish Council Insurance renewal quote is currently awaited from broker.

RFO confirmed that the renewal of the policy will be brought before Council as a payment to be approved in June 2023 with an increase expected due to contraction of the Local Council insurance marketplace.

AM22/23 To receive report from (Locum) RFO on the arrangements for the completion and submission of the 2022-23 Annual Governance and Accountability Return. (AGAR3).

Report received and noted. Final approval of the AGAR3 documents anticipated at the June Ordinary meeting scheduled for 14th June 2023.

Locum RFO was still awaiting the return of the financial documents from the Internal Auditor, without which the other documents could not be considered by the Council.

AM23/23 To consider the dates for publication of the Notice Period for the exercise of Public Rights together with an unaudited copy of AGAR3 documents (as above) on noticeboard and Council website.

Members noted dates suggested by the Locum RFO (03/07/23 to 11/08/23) which would accord with the publication regulations provided by the External Auditor, PKF Littlejohn LLP.

Submission as per those dates was proposed by Chair, and seconded by Cllr. Hughes. Resolved unanimously.

Clerk: Please publish the Public Rights Notice by 2nd July 2023 with other statutory documents and forward to External Auditing authority (with other papers as above).

AM24/23 To review Council policies and procedures and to formally adopt same.

Policies below have been reviewed by Councillors.

a) Extant Standing Orders. Proposed Cllr. Hughes. Seconded Cllr. Reeve. Adoption resolved.

b) Financial Regs. Proposed Cllr. Hughes. Seconded Cllr. Reeve. Adoption resolved.

c) Council's Code of Conduct. Locum Clerk spoke on this matter.

Chair proposed adoption of the existing Parish Council model template but asked the Locum Clerk to forward a revised (EDDC) version to the new Clerk so that Council could consider this at a later meeting and adopt that version if appropriate.

Seconded Cllr. Eames. Resolved unanimously.

Locum Clerk: Please forward the EDDC model template to Clerk as soon as possible.

d) To consider the Parish Council's Forward Plan.

Chair proposed that consideration of this agenda matter be deferred until the new Clerk was able to discuss the plan in more detail with the Chair and members of the Council.

Clerk: Please note and liaise with members accordingly at the earliest opportunity.

AM25/23 Chair's Announcements / Matters of Urgency for report only.

Locum Clerk suggested that the matter of General Power of Competence be considered on a future agenda as the Council was now eligible to acquire that power. Noted.

AM26/23 Financial matters:

- a) To consider and, if thought fit, to approve payments for April 2023.
Payments to value of £2472.31. Proposed by Chair, seconded by Cllr. Reeve. Resolved unan.
- b) To consider payments made under Chair's/RFO's delegated authority.
Locum RFO outlined those payments made under his & the Chair's delegated authority.
- c) To consider financial reports for year to date (April 2023).
Received and noted.
- d) Questions to RFO on the reports circulated and published.
None raised by members.
- e) Resolution: That Chardstock Parish Council has fulfilled, and met, the requirements as required under the Transparency Code Regulations for smaller local authorities.
Proposed by Cllr. Greer, seconded by Cllr. Reeve. Resolved unanimously.
- f) Resolution: That Chardstock Parish Council will continue to publish all information as required under the Transparency Code Regulations & Accounts and Audit Regulations.
Proposed by Cllr. Greer, seconded by Cllr. Reeve. Resolved unanimously.

AM27/23 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 correspondence received:
None received.

AM28/23 Business to be considered:

- a) To note matters pertaining to ongoing parish maintenance.**
Chair suggested that new Clerk arrange to meet with Parish Lengthsman to take stock of current projects and tasks in the parish. The issue of Footpath 30 was also raised.
- b) To note election of a new EDDC Ward member for Yarty ward.**
Locum Clerk reported that Duncan Mackinder (LD) had been elected to represent Yarty. Noted. Councillors thanked former Councillor, Paul Hayward, for his previous services.
- c) To consider training needs/expenditure for FY23/24**
New Clerk was asked to take this matter forward with members.
Locum Clerk was asked to notify Clerk if any local playground inspection courses were held.
- d) To consider articles for the June 2023 Parish Magazine publication.**
The submission of articles to the June 2023 edition was delegated to the Chair.

AM29/23 Correspondence received.

Chair asked that this item of business be removed from future agendas. Noted.

AM30/23 Date of next Annual Meeting:

Wednesday May 15th 2024.

Venue to be Chardstock Community Hall.

Date of next Ordinary meeting - 14th June 2023 (7pm start) to be held at Community Hall.

AM31/23 Proposal to move meeting into Part Two (Confidential Business) session.

With no matters to discuss in Part Two, this business was not heard.

AM32/23 To consider confidential employment matters.

With no matters to discuss in Part Two, this business was not heard.

With no further business to transact, the meeting closed at 8.05pm.

Signed:

Chair

Date:
