

**Minutes of the Annual Meeting of CHARDSTOCK PARISH COUNCIL
Wednesday 8th May 2024 at 7.00pm, held at Chardstock Community Hall**

Present: Cllrs. P.Greer (Presiding Chair as Vice Chair for 2023-24), S. Hughes and M. Reeve.

Clerk of the Council, Sally Freemantle

One member of the public.

Meeting opened at 7.00pm

Public Forum:

The member of the public present did not wish to speak.

Chair closed public forum at 7.01pm.

AM24/45 Election of Chair

Vice Chair (Cllr. Greer) sought nominations for Chair.

Cllr. Reeve nominated Cllr. Greer, seconded by Cllr. Hughes.

Cllr. Greer accepted the nomination. No further nominations. Resolved unanimously.

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

AM24/46 Signing of Chair's Declaration of Acceptance of Office

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

AM24/47 Election of Vice-Chair

Chair nominated Cllr. Reeve for Vice-Chair.

Seconded by Cllr. Hughes. No further nominations. Resolved unanimously.

Cllr. Reeve duly elected as Vice Chair and signed their declaration of office.

AM24/48 To receive apologies for absence from members of the Parish Council

Apologies for absence were received from Cllrs Eames (conflicting engagement) and Cllr Wilson (conflicting engagement). Apologies approved with the reasons given.

AM24/49 To note any other apologies for absence received

No other apologies for absence were received.

AM24/50 To receive member's Declarations of Interest

None declared.

AM24/51 To review minutes of previous Annual Meeting of Council held 17th May 2023

Minutes of the previous Annual Meeting on 17th May 2023 had been previously adopted by Council on 14th June 2023. Reviewed and noted.

a) Matters arising from these minutes

None raised.

AM24/52 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Parish Council held on Wednesday 24th April 2024

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

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

a) Matters arising from these minutes

None raised.

AM24/53 To note recent resignation from the Parish Council of Lavinia Sonnenberg

The Clerk informed the Council that the Monitoring Officer at East Devon District Council had been notified of the resignation. Noted.

AM24/54 To appoint Responsible Financial Officer for 2024/25 financial period

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

AM24/55 To consider payment of Chairman's Allowance for 2024/25

Cllr. Reeve 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. Hughes. Resolved unanimously.

AM24/56 To consider payment of Member's Allowance for 2024/25

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.

Election of Representatives from members/parishioners

AM24/57 Community Hall Representative

Cllr. Reeve.

AM24/58 DALC Representative

Cllr. Greer (Chair, ex-officio).

AM24/59 Nominations for Honorary Footpath Warden (P3)

Freda Goff had confirmed she was willing to continue to act as the HFW for the forthcoming year. Proposed Chair, seconded Cllr. Reeve. Resolved unanimously.
Chair thanked Freda for her continued help in this regard.

AM24/60 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. Hughes. Resolved unanimously.
Chair thanked Michael for his continued help, support and knowledge in this regard.

AM24/61 Nominations for Honorary Parish Naturalist

Edward Wells would be asked if he was willing to continue in this role for another year. Proposed Chair, seconded Cllr. Hughes. Resolved unanimously.
Chair thanked Edward for his continued contribution to the parish in this respect.

AM24/62 To consider renewal of subscriptions to the following bodies:

- a) NALC/DALC.** Following response from DALC explaining cost increase, Cllr. Greer proposed. Cllr Reeve seconded. Resolved unanimously. Cost £308 plus VAT per annum for 2024-25
- b) Blackdown Hills Parish Network subscription.** Deferred until response received from BHPN regarding benefits of subscription.

AM24/63 To confirm insurance arrangements for the next 12 months.

It was proposed by Chair and seconded by Cllr Hughes that the insurance renewal be accepted.
Resolved unanimously.

AM24/64 To receive report from the RFO on the arrangements for the completion and submission of the 2023-24 Annual Governance and Accountability Return. (AGAR3).

Report received and noted. Final approval of the AGAR3 documents anticipated at the June Ordinary meeting scheduled for 12th June 2024.

AM24/65 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 RFO (01/07/24 to 09/08/24) 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 1st July 2024 with other statutory documents and forward to External Auditing authority (with other papers as above).

AM24/66 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 Regulations. Proposed Cllr. Hughes. Seconded Cllr. Reeve. Adoption resolved.

The Clerk explained that new Model Financial Regulations were expected from NALC via DALC imminently. New Model Financial Regulations would be brought before the Council as soon as available.

c) Council's Code of Conduct. Proposed Cllr. Hughes. Seconded Cllr. Reeve. Adoption resolved.

AM24/67 Chair's Announcements / Matters of Urgency for report only.

None.

AM24/68 Financial matters:

- a) To consider and, if thought fit, to approve payments for April 2024.
Payments to value of £2082.96. Proposed by Chair, seconded by Cllr. Reeve. Resolved unanimously.
- b) To consider payments made under Chair's/RFO's delegated authority.
None.
- c) To consider financial reports for year to date (April 2024).
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.

AM24/69 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.

AM24/70 Business to be considered:

- a) To consider ongoing work on the Emergency Planning for the Parish.
Cllr Reeve to request information from former Parish Councilor to continue with this project.
- b) To consider training needs/expenditure for FY24/25
Playground inspection courses would be investigated.
- c) to consider purchase of a computer monitor/screen and mobile telephone for use by the Parish Clerk. Proposed by Cllr. Greer, seconded by Cllr. Hughes. Resolved unanimously.
- d) To consider articles for the June 2024 Parish Magazine publication.
It was agreed that an article introducing the new Chair be included in the June 2024 edition.

AM24/71 Correspondence received.

None. (It was noted that this agenda item was not essential).

AM24/72 Date of next Annual Meeting:

Wednesday 14th May 2024.
Venue to be Chardstock Community Hall.
Date of next Ordinary meeting - 12th June 2024 (7pm start) to be held at Community Hall.

AM24/73 Proposal to move meeting into Part Two (Confidential Business) session.

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

AM24/74 Matters to ne considered in confidence.

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

With no further business to transact, the meeting closed at 7.50pm.

Signed:

Chair

Date:

12th June 2024