

**Minutes of the Annual Meeting of CHARDSTOCK PARISH COUNCIL**  
**Wednesday 14th May 2025 at 7.00pm, held at Chardstock Community Hall**

**Present:** Cllrs. P.Greer (Chair for 2024-25), F Eames, S. Hughes, I Keam, S Legg and M. Reeve (quorate)

Clerk of the Council, Sally Freemantle

Cllr Cathy Connor, County Councillor

No members of the public

Meeting opened at 7.00pm

**Public Forum:**

There were no members of the public who wished to speak, however Cllr Cathy Connor introduced herself as the new County Councillor.

*Chair closed public forum at 7.06pm.*

**AM25/01 Election of Chair**

Cllr. Greer sought nominations for Chair.

Cllr. Eames nominated Cllr. Greer, seconded by Cllr. Keam

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

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

**AM25/02 Signing of Chair's Declaration of Acceptance of Office**

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

**AM25/03 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.

**AM25/04 To receive apologies for absence from members of the Parish Council**

There were no apologies for absence as all Councilors were present

**AM25/05 To note any other apologies for absence received**

Apologies for absence were received from District Councillor Duncan Mackinder

**AM25/06 To receive member's Declarations of Interest**

None declared

**AM25/07 To review minutes of previous Annual Meeting of Council  
held 8th May 2024**

Minutes of the previous Annual Meeting on 8th May 2024 had been previously adopted by Council on 12th June 2024. Reviewed and noted.

**a) Matters arising from these minutes**

None raised.

**AM25/08 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Parish Council held on Wednesday 9th April 2025**

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

**AM25/09 To appoint Responsible Financial Officer**

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

Resolved unanimously

**AM25/10 To consider payment of Chairman's Allowance for 2025/26**

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

**AM25/11 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 elected (but not co-opted) members could claim (via Clerk) if they so wished.

Unanimously resolved that Councillors would not claim Member's Allowance for the 2025/26 Financial year

It was noted that expenses (such as mileage for travel outside of the Parish if on Council duty) could still be claimed

**Election of Representatives from members/parishioners**

**AM25/12 Community Hall Representative**

Cllr. Greer

**AM25/13 DALC Representative**

Cllr. Greer (Chair, ex-officio).

**AM25/14 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

**AM25/15 Nominations for Honorary Tree Warden**

Proposed Chair, seconded Cllr. Hughes that Michael Davis be asked to continue this role for another year. Resolved unanimously

Chair thanked Michael for his continued help, support and knowledge in this regard.

**AM25/16 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. Keam. Resolved unanimously

Chair thanked Edward for his continued contribution to the parish in this respect

**AM25/17 To confirm insurance arrangements for the next 12 months.**

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

**AM25/18 To receive report from the RFO on the arrangements for the completion and submission of the 2024-25 Annual Governance and Accountability Return. (AGAR3).**

Report received and noted. Final approval of the AGAR3 documents anticipated at the June Ordinary meeting scheduled for 11th June 2025.

**AM25/19 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 (30/06/25 to 08/08/25) 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. Eames.  
Resolved unanimously

Clerk: Please publish the Public Rights Notice by 30th June 2025 with other statutory documents and forward to External Auditing authority (with other papers as above).

**AM25/20 To review Council policies and procedures and to formally adopt same.**

***Policies below have been reviewed by Councillors.***

a) Standing Orders (newly updated based on NALC Model Standing Orders).

Proposed Cllr. Reeve. Seconded Cllr. Keam. Adoption resolved

b) Financial Regulations. Adoption deferred as the the New Model Financial Regulations had been received from NALC and required adaptation to suit Chardstock Parish Council

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

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

None

**AM25/22 Financial matters:**

a) To consider and, if thought fit, to approve payments for April 2025.

Payments to value of £2,254.32. Proposed by Cllr. Hughes, 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 2025).

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

**AM25/23 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.*

**AM25/24 Business to be considered:**

a) To consider ongoing work on the Emergency Planning for the Parish

Ongoing

b) To consider training needs/expenditure for FY25/26

It was noted that the budget allocation was available should training needs arise

c) to consider matters relating to the play area

Ideas for the play area from the community would be sought. Following investigation of repair of the trampoline mat which was deemed unfeasible, it was agreed to arrange for the purchase and installation of a new trampoline mat by Ken Hussey

d) To consider articles for the June 2025 Parish Magazine publication

It was agreed that an article requesting ideas for the new play area be submitted

**AM25/25 Correspondence received.**

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

**AM25/26 Date of next Annual Meeting:**

Wednesday 13th May 2026.

Venue to be Chardstock Community Hall.

Date of next Ordinary meeting - 11th June 2025 (7pm start) to be held at Community Hall.

**AM25/27 Proposal to move meeting into Part Two (Confidential Business) session.**

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

**AM25/28 Matters to be 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 8.46pm.

Signed:

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Chair

Date:

11th June 2025

