Bratton Clovelly Parish Council

*Clerk to the Council: Rachel Ward •* Crane Cottage, Germansweek, Beaworthy, Devon EX21 5B

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**Minutes of** the Annual Parish Council Meeting Followed by the ordinary meeting (no.223) at 7:30pm on Wednesday 8th May 2023 in the Parish Hall

Attendance: Cllrs May, Gilbert, Jones, Bowyer, Jellyman, Huggins and Braidwood. WDBC Cllr Southcott

3 members of the public

# Annual Meeting

1. **Outgoing Chairman's Welcome:** Cllr. Huggins welcomed everyone to the meeting
2. **Election of Chairperson**: Cllr. Huggins was elected unanimously to the Post of Chairman
3. **Election of Vice-Chairperson**: It was agree not to have a vice chair, and to choose a chairman on an adhoc basis should Cllr Huggins be absent
4. **Signing of acceptance of office**: This will be done in June

# Ordinary meeting

**Public Participation:** Restricted to 15 mins in total. - None

1. **Apologies:** To receive apologies and to approve reasons for absence - WDBC Cllt Mott had another meeting
2. **Declaration of Interest:**
	* 1. Register of Interests: Councillors are reminded of the need to keep their register of interests up to date.
		2. To declare any personal interests in items on the agenda and their nature. None
		3. To declare any pecuniary interests in items on the agenda and their nature, (Councillors with pecuniary interests must leave the room for the relevant items). None
3. **Planning:**
	1. For Decisions – Application Number 1072/24/VAR - Location Address: Kalehouse Barn Bratton Clovelly EX20 4JG, Proposal Variation of Condition 1 to planning consent 4075/21/PDM Please see web site for details – split decision 5 to support and 2 to object. ***Support***. Clerk to respond as follows: “There are no material considerations for objection however, the Parish Council maintains its previous position regarding class Q concerns”
	2. For Noting – None
	3. For updates – None
4. **Agree and sign minutes:** - from the Parish Council Meeting 222 held on 10th April 2023 ***Agreed***
5. **Report from WDBC**: (Cllr Mott/Southcott) Alex Rehaag came to talk about a housing needs survey. They will hold a drop in session with the support of the PC and localities officer to gather information to write one. There will be 6 weeks’ notice of this so it can be publicised properly. Parish profiles should be out soon
6. **Finance:**
	1. Receive up-to-date report on finances from RFO (Clerk) ***Agreed***
	2. 2023/24 Audit Return Including Internal Audit report
		1. Audit Annual Governance Statement: To be approved and signed ***Agreed***
		2. Accounting Statements: To be approved and signed ***Agreed***
		3. Internal Audit: this has been signed off by the internal auditor. ***Noted***
		4. Certificate of Exemption: to be agreed and signed ***Agreed***
	3. Consider insurance quotes. It was decided to self-insure the War Memorial so the quote of £527.07 was ***agreed***
	4. Allocate £4000 to appropriate ring fenced reserves £4k will be transferred to the playground fund.
	5. To approve the payments listed:

Stone barn and Village Hall Hire £77.00

Insurance £527.07

Kerry Brookes Clean-up day expenses £4.99

School room hire for clean-up day TBC ***Approved***

To note the following payments:

 WDBC dog bin emptying £238.68

DALC £182.99

Playsafety Ltd £ 98.40

Cllr Gilbert key press and pad lock £34.18

Clerk’s salary and HMRC Payments – totalling £313.71 4th April to 3rd May 2024 ***Noted***

1. **To review/approve the following Policies and risk assessments and asset register**.

To approve new communications policy. (Cllr Braidwood) ***Adopted***

To review the following:

* Civility Respect model councillor officer protocol
* Code of conduct May 2024
* Complaints Policy & Procedure - May 2024
* Financial-regulations May 2024
* Internal Control Policy 2024
* Grants policy 2024
* Protocol on Recording of Meetings May 24 – it was decided that it should be announced at the beginning of a meeting that it may be recorded, so that MoP that do not want to be recorded know. Clerk will add this to the agenda for the Chair to read out.
* Standing orders May 2024 (2018)
* Green Risk Assessment May 2024
* Play area Risk Assessment May 2024
* Risk Assessment Register May 2024
* General Risk assessment May 2024
* Register of assets May 20234 ***All agreed***
1. **Web site**: (Clerk report.) Some phone numbers need to be looked at – Clerk will do this.
2. **P3:** update (Cllr Braidwood) - None
3. **Playground:** update (Cllr Bowyer) to consider buying new signage. This is something that will need to be considered later/
4. **Police liaison:** (Cllr Huggins) None
5. **Roads and ditches:** (Cllr Huggins) None
6. **PHMC Report:** (Cllr Gilbert) There will be a BBQ in June. There is a vacancy for a booking clerk. A new trustee has been appointed. Cllr Huggins will update his register of interests.
7. **Clean up date feedback**: (Clerk) Another successful clean-up.
8. **General updates**: None
9. **Correspondence:** None
10. **Items for next agenda:** Meetings may be recorded announcement to be added to the agenda.
11. **Date of next meeting:** 12th June2024 7:30pm in the School Room