Bratton Clovelly Parish Council

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

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Minutes of the Annual meeting of Bratton Clovelly Parish Council and

Full parish council meeting no 212

# Annual Meeting

Present: Bernard McNelis, Colin Braidwood, Sue May, Phil Gilbert, Chrissy Bowyer, Kevin Huggins, WDB Cllrs Mott and Southcott, Rachel Ward – Clerk. 12 members of the public

1. **Outgoing Chairman's Welcome**: Cllr McNelis welcomed everyone to the meeting
2. **Signing of acceptance of office**: All councillors signed the acceptance of office in the presence of the Clerk.
3. **Election of Chairperson:** Cllrs Gilbert and McNelis were proposed for the position of chairman.There was a tied vote for Chair. Cllr McNelis was chairing the meeting and claimed the deciding Vote. However, the clerk and Cllrs Mott and Southcott were not sure of the correct procedure so it was agreed that Cllr McNelis would chair this meeting and the vote would be revisited at the next meeting once the Clerk had clarified the situation.
4. Election of Vice-Chairperson: It was agreed that a vice chairman was not needed and that, if necessary, a chairman would be chosen as and when required.

# Ordinary meeting

**Public Participation:** Restricted to 15 mins in total. A member of the public asked if they would be able to comment on planning as was traditional at BCPC meetings, at that agenda item, or if they would be restricted to the Public participation section of the meeting. After some debate, Cllr McNelis stated that comment should be made at the public participation.

When asked if the PC would be discussing item 3.1.2 the clerk stated that as there was no material change to the application, Standing Orders prevented this for 6 months, but it was on the agenda so the amendment could be acknowledged.

The state of the road between Lewdown and Bratton Clovelly was raised and Cllrs Mott and Southcott said they would look into it, but advised everyone to keep reporting it. The Clerk will contact Steve Brockman and highlight the problem,

A bench originally installed by the WI requires maintenance and the PC were asked if they would adopt it for this purpose. This will need to be discussed further.

1. **Apologies:** To receive apologies and to approve reasons for absence - none
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.
		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). Cllr McNelis declared a pecuniary interest in item 3.1.2 and Cllr Braidwood declared a personal interest in item 3.1.2.
3. **Planning:**
	1. For Decisions –

3.1.1 4093/22/FUL Proposal: Geodesic dome greenhouse & associated works (retrospective) Site Address: South Reed Farm, Bratton Clovelly EX20 4JJ – ***Supported***. The PC felt that this would be good for biodiversity and had potential educational value.

3.1.2 4265/22/FUL Proposal: READVERTISEMENT (revised Application Form) Erection of garden room, swimming pool & plant/changing rooms (retrospective) Site Address: The Manor, Bratton Clovelly, EX20 4JF – ***no comment***. No material change so Standing Orders prevent revisiting for 6 months.

3.1.3 0593/23/FUL Proposal: Proposed Calf Rearing Building, Site Address: Development Site at SX 460 975, Patchacott – ***No Comment***

* 1. For Noting – None
	2. For updates – None
1. **Agree and sign minutes:** - from the Parish Council Meeting on 13th April 2022 it was pointed out the Cllr McNelis had sent his apologies and the minutes were amended to reflect this. The Clerk requested that this kind of error be reported when the drafts minutes were sent round so changes could be completed in time for the Approving meeting.
2. **Co-option of Mrs Wendy Jellyman:** Mrs Wendy Jellyman was co-opted – acceptance of office was signed in the presence of the clerk
3. **Report from WDBC**: (Cllr Mott/Southcott) the WDBC Annual Meeting will take place on 30th May. The will be no council until the 27th June.

The Community Safety Partnership is on Facebook.

A consultation on WDBC climate adaptation strategy will begin on 30th June.

SSW have free shower timers and water butt available.

Devon resilience forum is offering funding to support parishes to develop their own emergency plans and Cllrs Mott and Southcott are encouraging all PC’s to take advantage of this funding to develop these plans. Cllr Southcott agreed to support Cllr Huggins and the PC generally to develop an emergency plan. There was a discussion about a ward meeting with reps from local PCs

Waste collection calendars were handed round.

1. **Finance:**
	1. Receive up-to-date report on finances from RFO (Clerk) approved, it was agreed to look at the excess money in the bank at our next meeting.
	2. 22/23 Audit Return Including Internal Audit report ***Noted***
		1. Audit Annual Governance Statement: To be approved and signed ***Approved and signed.***
		2. Accounting Statements: To be approved and signed***, Approved and signed.***
		3. Internal Audit: this has been signed off by the internal auditor. ***Approved and signed.***
		4. Certificate of Exemption: to be agreed and signed, ***Approved and signed.***
	3. To ratify the below listed payments:

Stone barn and Village Hall Hire £77.00

Annual Insurance £521.57.

Kerry Brookes Clean-up day expenses £4.95

School room hire for clean-up day £11.00 ***all approved***

To note payment to WDBC dog bin emptying £238.68 paid in April ***noted***

To note payment for Clerks salary and HMRC Payments – totalling £234.87, 4th April to 3rd May 2022 incorrect amount should be £261 due to typing error. Correct amount ***noted*** To review the following Policies and risk assessments and asset register.

* Civility Respect model councillor officer protocol
* Code of conduct May 2023
* Complaints Policy & Procedure - May 2023
* Financial-regulations May 2023
* Internal Control Policy 2023
* Protocol on Recording of Meetings May 23
* Standing orders May 2023 (2018)
* Green Risk Assessment May 2023
* Play area Risk Assessment May 2023
* Risk Assessment Register May 2023
* General Risk assessment May 2023
* Register of assets May 2023 ***All adopted***.
1. **Web site**: (Clerk report.) the audit and new and updated policies will be posted shortly, Clerk still trying to get Cllr Braidwood on line to support with managing the web site.
2. **P3:** update (to note £500 payment in Jan 2023 from DCC towards path upkeep. ***Noted***) Cllr Bowyer will contact previous P3 coordinators about strimmers and other equipment.
3. **Playground:** update (Cllr Bowyer) Cllr Bowyer is collecting quotes, there was a discussion about whether the equipment should be fixed or replaced but no decision will be made until we have more quotes.
4. **Correspondence:** The light outside the school room is on all the time and the light on a house in Church Meadows still hasn’t been replaced – Cllr Mott will investigate.

It was agreed to put the location of PC meetings on the next agenda.

1. **Date of next meeting:** 14/06/2023 7:30pm in the Parish Hall