

**Minutes of the Annual Council Meeting held 09/05/19, 19:30 at Witheridge Parish Hall**

**PRESENT:**

Cllr Harvey     Chairman

Cllr Prynne  
Cllr Smith

Cllr Wells

Cllr Goodwin

**In Attendance:**

P G Dunn     - Clerk

Prior to the start of the meeting those elected completed their Declaration of Acceptance of Office and received Registers of Interest required to be completed within 28 days of election and submitted to the Returning Officer and Clerk to be published on the District and Parish Council websites.

**Annual Council Business**

**1. To elect the Council.**

Nominations were received for Cllr Harvey. Cllr Harvey accepted.

**RESOLVED:** Cllr Prynne proposed, Cllr Smith seconded and all were in favour appointment Cllr Harvey.

**2. To receive the Chairman's declaration of acceptance of office in accordance with LGA72s83.**

Cllr Harvey read and signed the declaration.

**3. To elect the Council Vice-Chairman.**

Nominations were received for Mr Martin. The Chairman advised Mr Martin had indicated he would accept nomination.

**RESOLVED:** Cllr Smith proposed, Cllr Prynne seconded and all were in favour appointment Mr Martin. [Clerks note: This appointment will require ratification at the next meeting].

**4. To Approve Apologies for Absence.**

**RESOLVED:** Apologies noted from Mr Martin and Mrs Northam.

**5. To consider signing arrangements for any outstanding Declarations of Acceptance of Office (Scheduled June Council Meeting recommended).**

**RESOLVED:** Cllr Smith proposed, Cllr Prynne seconded and all were in favour the June meeting. **Clerk to action.**

**6. To consider any application(s) for co-option.**

Mrs Goodwin present applied to be co-opted.

**RESOLVED:** Cllr Wells proposed, Cllr Smith seconded and all were in favour co-option of Mrs Goodwin.

Mrs Goodwin completed a Declaration of Acceptance of Office and completed a Register of Interests.

Cllr Goodwin joined councillors for the meeting.

**7. To Appoint Committees and representatives for the Council Year:-**

**7.1. Finance & General Purposes Committee (5 cllrs + Chair & Vice Chair Ex-officio).**

Nominated: Cllrs Goodwin, Prynne, Smith and Wells.

**7.2. Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).**

Nominated: Cllrs Smith and Yabsley.

**7.3. St John's Fair.**

Nominated: Cllr Wells.

**7.4. Witheridge in Bloom.**

Nominated: Cllr Northam.

**7.5. Any Other Appointments.**

None.

**RESOLVED:** Cllr Goodwin proposed, Cllr Prynne seconded and all were favour appointments as nominated. **Nominated and clerk to action.**

**Monthly Business**

**8. Public Session.**

None.

**9. To receive the following Reports:-**

**9.1. Police.**

None.

**9.2. District and County.**

None.

**9.3. Public Rights of Way.**

The Chairman reported notifying Mr Hanbury of the council's DCC P3 grant award.

**10. Minutes.**

**10.1. 04/04/19.** To sign if approved, minutes of the Council.

**RESOLVED:** Cllr Smith proposed, Cllr Prynne seconded and all were in favour approval.

**11. To consider Code of Conduct Matters:-**

**11.1. Written councillor dispensation requests arising.**

None.

**11.2. Declarations of Interests not declared in the Register of Interests.**

Agenda	Councillor	Type	Reason	Dispensation
	None.			

**12. To consider the following Planning Matters.**

**12.1. Planning list.**

See report appended.

**12.2. Planning applications received following agenda publication.**

None.

**12.3. Enforcement Issues Arising.**

The clerk reported NDC correspondence advising an application for Change of Use had been invited in respect of a residential property.

Two matters were raised concerning alleged breaches of planning regulations. **Cllr Goodwin and clerk to follow-up.**

**12.4. NDC Planning Dept. service update.**

Correspondence dated 29/04/19 was reported and noted.

**13. To consider the following Finance & Policy matters:-**

**13.1. Finance update circulated to councillors' for review & grants report.**

The clerk reported grants received from DCC and NDC in respect of Public Rights of Way (£500) and Community Toilet provision (£990).

Councillors considered and noted the monthly report.

**13.2. Sanction payment schedule appended & instruct cheque signatories.**

**RESOLVED:** Cllr Goodwin proposed, Cllr Prynne seconded and all were in favour settlement accounts 13.2.1 through 13.2.17, with Cllrs Goodwin and Martin to sign. **Clerk to action.**

**13.3. Audit - Year End 31/03/19.**

**13.3.1. PWLB Annual Audit Statement.**

The Statement was received and noted. Figures reported on the Accounting Statement.

**13.3.2. LCAS - Internal Audit Report.**

**RESOLVED:** Cllr Goodwin proposed, Cllr Prynne seconded and all were in favour:-

- Noting the report.
- Appointing LCAS Internal Auditor for the term of the newly elected parish council.
- Requesting clarification as to what power should be used to purchase the annual remembrance poppy wreath. **Clerk to action.**

**13.3.3. Review Asset Register & Annual Risk Assessment.**

Reviewed and approved.

**13.3.4. Complete Annual Governance Statement.**

Council reviewed the Statement.

**RESOLVED:** Cllr Stevens proposed, Cllr Wells seconded and all were in favour completion with no qualifications.

**13.3.5. Approve Accounts & Accounting Statements.**

**RESOLVED:** Cllr Goodwin proposed, Cllr Prynne seconded and all were in favour approval.

**Clerk to compile the External Audit papers for submission.**

**14. To consider the following Property/Environment matters:-**

**14.1. Highways & Drainage Issues Reports.**

None.

**14.2. Wicksteed Qtrly Playgrounds Inspection Report.**

The report was received and noted.

The Chairman reported vandalism to a fence at the Adventure Playground.

It was agreed to seek guidance from the Playground Inspector concerning the fence replacement and request the grounds maintenance contractor to remove and dispose of the old fencing. **Clerk to action.**

**RESOLVED:** To continue the meeting to conclusion beyond the two hour Standing Orders limit.

**RESOLVED:** Cllr Goodwin proposed, Cllr Prynne seconded a delegated budget of £4000 from the General Reserve to the clerk for the purpose of resolving the fencing replacement. **Clerk to action.**

The clerk reported he was in contact with Playdale concerning play equipment exhibiting some non-structural rot raised in the inspection report.

**14.3. Servicing dog waste bins update and the delegation to the clerk the agreement of a new service provision contract with NDC.**

NDC correspondence dated 02/05/19 detailing a proposed dog waste bin service was considered.

**RESOLVED:** To contract the new District Council service. **Clerk to action.**

**14.4. Public Toilet/Office/Store update to include lettings expressions of interest.**

The clerk reported progress with PHS services installation which was still outstanding.

The Chairman reported the new electric flush cistern was not working and the contractor had been requested to investigate. The clerk suspected the problem was with the cistern's water inlet valve control electronics.

The clerk reported two expressions of interest in letting the office/store one of whom had reviewed the property to date. Chairman to meet second applicant to review the property.

**14.5. Vermin in the vicinity of The Square.**

The clerk reported further information from a local resident.

**RESOLVED:** To forward NDC Environment Officer's contact details to the resident. **Clerk to action.**

**15. Correspondence / Consultations Received for consideration:-**

**15.1. NDC – Parish Election Protocols & Code of Conduct Training.**

Correspondence dated 04/04/19 and 10/04/19 were reported and noted. Councillors interested in attending training were requested to notify clerk.

**15.2. Fremmington Parish Council – Training opportunities.**

Noted.

**15.3. Donation of sampler to Witheridge Archive.**

Noted. The clerk had requested the donation be lodged with the North Devon Records Office.

**15.4. Came & Co Insurers - Council Matters Newsletter.**

Noted.

**15.5. HMRC Employer Bulletin EU Exit Edition.**

Noted.

**15.6. HMRC Employer Bulletin Issue 77.**

Noted.

**15.7. Merchant Navy Day 03/09/19 - <https://www.merchantnavyfund.org/merchant-navy-day/> .**

Noted.

**16. Dates of Next meetings recommended:-**

**16.1. Parish Council - 06/06/19 – agenda deadline noon 24/05/19.**

Noted. Advanced apologies noted.

**16.2. Agenda Items for consideration by the next meeting.**

Meeting closed 22:15.

# WITHERIDGE PARISH COUNCIL

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## Planning

Application No.	Description
66257	LISTED BUILDING APPLICATION FOR ERECTION OF PERGOLA OVER DRIVEWAY AT MITRE COTTAGE 4 THE SQUARE WITHERIDGE TIVERTON EX16 8AE <b>Decision:</b> Granted
66268	ERECTION OF PERGOLA OVER DRIVEWAY AT MITRE COTTAGE 4 THE SQUARE WITHERIDGE TIVERTON EX16 8AE <b>Decision:</b> Granted
66230	ERECTION OF AGRICULTURAL BUILDING FOR STORAGE & HOUSING OF SHEEP & PIGS AT HORESTONE FARM RACKENFORD TIVERTON <b>Decision:</b> Granted

## Payment Schedule

Item	Chq Ref	Payee	Purpose	£
13.2.1.	2599	J Mayhew	Servicing Dog Waste Bins 28/03/19	60.66
13.2.2.	2600	Witheridge Parish Hall Committee	Committee Room bookings Jan-April 2019	60.00
13.2.3.	2601	Wicksteed Leisure Ltd	Qtly Playgrounds Inspection Report - Apr	170.40
13.2.4.	2602	A Marshall	LCAS Internal audit 31/03/19	175.00
13.2.5.	2603	S Sandland	Toilet Management & Cleaning Contract	195.00
13.2.6.	2604	C Northam	Litter pickers (5)	16.55
<b>** Staff Salaries &amp; Expenses **</b>				
13.2.7.	SO	Devon County Council Pension Fund	Employer & Employee Contributions	150.51
13.2.8.	2605	Caretaker	Reimbursements – Gloves & Sacks	23.95
13.2.9.	2606	Clerk (£94.27)	Mileage (Int. Audit + Bank Mandate Changes)	16.20
13.2.10.			Postage	7.68
13.2.11.			iNet Telecoms Ltd ***4163	2.40
13.2.12.			Timpsons – Toilet override key cut	8.00
13.2.13.			McAfee – Annual renewal	59.99
<b>To Ratify:-</b>				
13.2.14.	2594	Hoopers (SW) Ltd	Grounds Maintenance 4841	480.00
13.2.15.	2595	Devon Association of Local Councils	Membership renewal 7716	317.34
13.2.16.	2595		Audit Course 27/03 7553	48.00
13.2.17.	2598	Hoopers (SW) Ltd	Grounds Maintenance 4861	774.00

Signed:

Chairman.

Dated: