

HITTISLEIGH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 21st May 2019 at
7.30 pm in the Village Hall

Present: Cllrs Mark Brown, Brian Howell, Gill Fisher, Richard Gard (chairman),
Cathy Wetherden and Ruth Curtis (clerk); MDDCllr Penny; DCCLr Nick Way and one
member of the public.

Prior to the start of the meeting, councillors signed their Declarations of Acceptance
of Office

1. Election of the Parish Council Chair and Chair's Declaration of Acceptance
of Office – it was resolved to elect Cllr Gard as Chairman and he signed
the declaration of office (proposed Cllr Wetherden, seconded Cllr Brown,
agreed by all)
2. Election of the Parish Council Vice Chair and Vice Chair Declaration of
Acceptance of Office – it was resolved to elect Cllr Turrell as Vice Chair
(proposed Cllr Howell, seconded Cllr Fisher, agreed by all)
3. Apologies: Cllr Turrell; MDDCllr Coren
4. Declarations of interest - Cllr Wetherden declared an interest in item 8.3
19/00499/HOUSE
5. Election of the Planning Committee – it was resolved to re-elect Cllrs
Brown, Howell and Weatherden
6. Minutes of the last meeting 26th March 2019 - were approved and signed
as a correct record
7. Matters Arising
 - 7.1 Parish Councillor vacancy – following discussion and a unanimous vote, it
was resolved to co-opt Chris Dack to the parish council.
 - 7.2 Highways
 - Response from Meg Booth (MB)– from old A30 to Thorne Cross
from Thorne Cross to Pitton. Councillors discussed the response.
The area that's been completed (Pitton to Tellams) was not as bad
as other stretches with only a few potholes in comparison and used
by few vehicles. Thorne Cross to Pitton Cross is worst part of the
road – the letter is wrong in that it cites the wrong bit as being the
worst. The clerk to respond to MB clarifying this. NB: there is other
funding other than pothole fund.
 - Pothole filling material – DCCLr Way has arranged for 6 x 10 kg
tubs for use in the parish. Delivery to be arranged including tools
on loan from Highways team. DCCLr Way recommended applying
to HCMEF fund for a set of tools.
 - Update on priority areas – DCCLr Way will discuss the area just
past Easterbrook with ST, this needs Highways input. ST available
every 1st & 3rd Thurs at the library 10-12.30 pm, booking via
Crediton town clerk.
 - Highways Community Enhancement Fund – balance of funds to be
used on two areas agreed. The Easterbrook area now needs
Highways intervention.
 - 7.3 Community Garden S106 project – we are waiting for grant confirmation
and payment. Future S106 projects will need to be linked to a planned
scheme.
 - 7.4 Dates of Parish Council meetings 2019: every third Weds – 17th July; 18th
Sept; 20th Nov; 15th Jan 2020.
8. Planning
 - 8.1 19/00295/FULL Erection of replacement dwelling, Forder Cottage,
Cheriton Bishop – withdrawn

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- 8.2 18/01876/FULL - Erection of dwelling and carport/workshop on land at NGR 271183 94393 (Fursham Down Farm), Hittisleigh – approved (S106 contribution applies)
- 8.3 19/00499/HOUSE Erection of two storey ancillary accommodation, Eastwood Farm, Hittisleigh – approved with revised scheme

9. Governance & Accounting for year ending 31 March 2019

- 9.1 Risk Register review – councillors reviewed the register and agreed changes for accuracy and in light of GDPR.
- 9.2 Statement of internal control review – councillors reviewed the statements and agreed in future to carry out the review of the effectiveness of systems of internal control at the March meeting. It was resolved to amend the statement of internal control to reflect this.
- 9.3 Financial regulations review – councillors reviewed the regulations and agreed a change as discussed, and as noted by the internal auditor, to ensure prompt banking of cheques. It was resolved to amend the regulations to reflect this.
- 9.4 Internal audit report – receive and review. It was resolved to receive and note the internal audit report.
- 9.5 Review and approve the annual governance statements – it was resolved to approve the annual governance statements.
- 9.6 Approve the annual accounting statements – it was resolved to approve the annual accounting statements.
- 9.7 Certificate of exemption from external audit – councillors approved the council as exempt from external audit (limited assurance review) and it was resolved to apply for a certificate of exemption.

10. Payments – all approved

- 10.1 Insurance renewal £160.65
- 10.2 Hittisleigh Village Hall meeting room hire 2019 £42
- 10.3 DALC subscription 2018 £61.13
- 10.4 Highway expenses – diesel expenses £200

11. Correspondence

10.1 For response: no items circulated

10.2 For information:

- Rural Services Network – Rural Funding Digest May (email) – Cllr Gard forwarded to SH for FOSACH; grants up to £5K for households for help against domestic flooding, worth passing on to interested people.
- Natural Devon – it was suggested we invite to a future meeting
- Locality Fund new allocation for 2019. Downloadable forms available from DCC – contact DCCLr Way in first instance.

Cllrs recorded their thanks to Peter Heal for all his support as District Councillor over the years and asked the clerk to write a note of thanks on behalf of the parish council.

Next parish council meeting Weds 17 July 2019