

MINUTES POUGHILL ANNUAL PARISH COUNCIL MEETING

Held

in the Village Hall at 7:30pm on Thursday 19th May 2022 following the Annual Parish Meeting

Attendees: Karen Wellerd (Chair/Minutes), Julian Wild, Paul Mapp, Polly Colthorpe, James Clark (Agenda items 8.6 onwards)

Members of the public: None

Agenda Items

1. **Election of Chair and signing of Declaration of Office** – J Wild proposed K Wellerd, seconded by P Mapp, all in favour. Motion carried. Declaration was signed and witnessed by J Wild.
2. **Election of Vice Chair and signing of Declaration of Office** – K Wellerd proposed J Wild, seconded by P Colthorpe, all in favour. Motion carried. Declaration was signed and witnessed by K Wellerd.
3. **Democratic Period** - Public Questions – none
4. **Apologies** – J Clark (subsequently joined the meeting for Agenda Items 8.6 onwards).
5. **Declaration of Interests** – K Wellerd and P Mapp for items 7.4.1 and 9.3 as they are both members of the Poughill Village Hall Trust committee.
6. **Minutes of Previous Meeting** held on 17th March 2022.
 - 6.1 Approval of Minutes from previous meeting – These were agreed as a true record of the meeting. This was proposed by the Chair and seconded by J Wild. All in favour.
 - 6.2 Update on actions from previous meeting –
 - Online Banking Paul Mapp – ongoing.
 - Community Enhancement Fund Grant Application – a quote had been obtained to provide the four missing fingers plus a completely new sign for South Yeo Hill Cross in aluminium. At £3,642 (inc. VAT) this was felt to be far too expensive, although this did include the installation. The cost of replacing the missing fingers only in alternative materials will be looked into.
 - Churchyard Handrail – the repair has been completed. It is not feasible to install a second handrail on the other side of the steps.
 - Clerk Vacancy – has been advertised on Facebook, NextDoor and on the DALC website. No applications have been received to date.
7. **Finance**
 - 7.1 Annual Governance and Accounting Return 2021/22
 - Approval of Certificate of Exemption – AGAR. Proposed by K Wellerd, seconded by J Wild. All in favour.
 - Approval of Annual Internal Audit Report. Proposed by K Wellerd, seconded by J Wild. All in favour.
 - Approval of Annual Governance Statement. Proposed by K Wellerd, seconded by P Colthorpe. All in favour.
 - Approval of Accounting Statements. Proposed by K Wellerd, seconded by J Wild. All in favour.
 - Approval of Bank Reconciliation. Proposed by K Wellerd, seconded by J Wild. All in favour.
 - Approval of Explanation of Variances. Proposed by K Wellerd, seconded by P Colthorpe. All in favour.
 - Approval of Exercise of Public Rights Notice. Proposed by K Wellerd, seconded by P Colthorpe. All in favour.
 - 7.2 Internal Audit Report
 - To note the recommendations from the Internal Audit Report. Noted. Many of the recommendations have already been actioned. The use of .gov.uk email addresses will not be pursued due to the cost and administrative overheads. Councillors to determine on an individual basis how best to manage their

emails. **Action** – to investigate whether it is necessary to register with the Information Commissioners Office.

7.3 Notification of payments and receipts since the last meeting and current financial status.

- FY 2021/22 - The Cash Book balance at 31/03/2022 was £1,000.52, plus £1,000.12 in the Instant Access Savings Account.

Date	Details	Receipt	Payment
22-Mar	First Rescue - Defibrillator		£1,686.00
31-Mar	Clerks Pay		£121.64
31-Mar	Clerks Pay W Baldwin Back pay		£9.73
31-Mar	HMRC TAX/NI		£23.00

- FY 2022/23 - The Cash Book balance at 12/05/2022 was £4,332.36, plus £1,000.14 in the Instant Access Savings Account.

Date	Details	Receipt	Payment
11-Apr	MDDC Precept	£3,439.00	
25-Apr	A Cheriton		£45.00
25-Apr	DALC Subscription		£56.96
25-Apr	DALC Training Course		£36.00
25-Apr	K Wellerd - CPR Training Kit		£65.00
25-Apr	P Mapp - Churchyard Hand Rail		£73.40
25-Apr	Roberts & Co Electrical - Defib		£75.60
28-Apr	Alison Marshall - Internal Audit		£100.00
28-Apr	Clerk Salary		£81.80
28-Apr	HMRC TAX/NI		£20.40
6-May	A Cheriton		£45.00
6-May	Poughill Village Hall Trust		£8.00

7.4 Poughill Village Hall Trust Grant Application

- To approve a S137 grant of £200 to Poughill Village Hall Trust for a Platinum Jubilee Event. This item was moved to after J Clark joined the meeting between Agenda Items 8.5 and 8.6 to be quorate due to conflict of interest declared by P Mapp and K Wellerd.

8. Governance

- 8.1 To confirm membership of the Governance Working Group – the members were confirmed as K Wellerd (Lead), P Colthorpe and J Clarke.
- 8.2 To confirm membership of the Finance & Risk Working Group – the members were confirmed as K Wellerd (Lead) and the Clerk.
- 8.3 To confirm membership of the Assets & Amenities Working Group – the members were confirmed as K Wellerd (Lead), P Mapp and J Wild.
- 8.4 To confirm membership of the Planning Committee – the members were confirmed as J Clark (Chair), K Wellerd, P Mapp and J Wild.
- 8.5 To nominate Paul Mapp as a member of the Poughill Village Hall Trust Committee for a period of 1 year. Proposed by K Wellerd, seconded by J Wild. All in favour.

(Cllr. Clark joined the meeting at this point)

7.4 Poughill Village Hall Trust Grant Application (brought forward from earlier in the meeting)

- To approve a S137 grant of £200 to Poughill Village Hall Trust for a Platinum Jubilee Event. Proposed by J Wild, seconded by P Colthorpe. P Mapp and K Wellerd abstained, everyone else in favour. Motion carried.

8.6 To agree meeting dates for 2022/23 – meeting dates were agreed as:

- 28 July 2022
- 15 September 2022
- 17 November 2022
- 19 January 2023
- 16 March 2023

9. Assets and Amenities

- 9.1 Defibrillator Update. The Defibrillator has been purchased and has been installed under the porch on the front of the Village Hall. It has been registered with the national database, The Circuit, and is rescue ready. A free training course has been arranged for 6 June 2022.
- 9.2 To approve the purchase of shading and signs for the defibrillator at a cost of £47.24. Proposed by K Wellerd, seconded by J Wild. All in favour.
- 9.3 To approve the Defibrillator Hosting Agreement V0.2. Proposed by J Wild, seconded by J Clark. P Mapp and K Wellerd abstained, everyone else in favour. Motion carried.

10. Planning

- 10.1 Approval of Minutes from Planning Committee Meeting 4th April 2022. Proposed by J Clark, seconded by K Wellerd. P Colthorpe abstained, everyone else in favour.
- 10.2 New applications – none.
- 10.3 Determined applications – 22/00574/HOUSE - Church Cottage - Erection of building for ancillary accommodation following demolition of double garage – Approved.
- 10.4 Enforcement – update on potential enforcement at Crediton Cross. No update available.

11. District Councillor Report

- The MDDC Annual Meeting had taken place. There has been a big reshuffle of responsibilities and as a result all committee members have changed. Councillor Colthorpe is no longer on the Scrutiny Committee.

12. Correspondence

- General correspondence emailed to Cllrs. Nothing raised for discussion.

13. Chair's Report

- The Chair had nothing to add to the report that had been presented to the Annual Parish Meeting.

Next meeting – **28th July 2022**

The Chair closed the meeting at 8.37pm

Future dates for the diary

Parish Council Meetings: 15th September 2022, 17th November 2022, 19th January 2023, 16th March 2023