

HITTISLEIGH PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held on Wednesday 17th May 2023 in the village hall

Present: Cllrs Mark Brown, Chris Dack, Andrew Shervington, Beryl Watson, Cathy Wetherden; Ruth Curtis (clerk); MDDCllr Martin Binks; DCCLlr Frank Letch and two members of the public

1. Election of Parish Council Chair – it was resolved to elect Cllr Watson proposed by Cllr Dack, seconded by Cllr Wetherdon. Cllr Watson signed the declaration of acceptance of office.
2. Election of Parish Council Vice Chair – it was resolved to elect Cllr Dack proposed by Cllr Watson, seconded by Cllr Brown. Cllr Dack signed the declaration of acceptance of office.
3. Receive Councillors' Declarations of Acceptance of office – the declarations of office were duly signed by those councillors present and witnessed by the clerk.
4. Apologies – MDDCllr Sandy Chenore
5. Declarations of interest
 - Councillors who had not already completed their register of interests (ROI) did so at the meeting, giving them to the clerk to forward to MDDC.
 - To declare any interests in items on the agenda and their nature – there were no declarations of interest.
6. Public discussion – there were no comments on the agenda items.
7. Minutes of the last meeting 15th March 2023 were approved and signed as a correct record
8. Receive reports from MDDCllrs and DCCLlr – there were no formal reports since the election was so recent. Newly elected MDDCllr Binks (Cons) introduced himself and will aim to come along to as many meetings as possible sharing attendance with new MDDCllr Chenore (Lib Dem). DCCLlr Letch (Lib Dem) confirmed that DCC have now appointed a Director of Children's Services and that the 2023 Locality Fund has opened albeit reduced from £10K to £5K. See DCC website for application procedure.
9. Confirm the signatories for cheque payments – it was resolved to appoint Cllrs Watson and Dack as new signatories.
10. Appoint the Planning Sub Committee – it was resolved to appoint Cllrs Wetherdon, Brown and Dack to the planning sub-committee.
11. Review and appoint the following roles
 - Footpaths – in addition to the good job provided by DCC Footpaths Officer, it was felt it would be a good idea to have a specific remit within the parish council to regularly check the footpaths, including any additional routes following the new boundary changes. Cllrs Wetherden and Brown offered to divide the paths between them and walk the routes. Cllr Watson will ask for a new parish map, a copy of which will be put in the village hall.
 - Drains and pot-holes liaison – to support the Road Warden by helping coordinate work on the various drains and pot-holes within the parish. Cllr Shervington offered to help and will meet the Road Warden to discuss further. Cllr Brown has 'adopted' the three main drains in the village ensuring these are regularly kept clear to prevent flooding. It was agreed to make a map showing all the drains around the parish together with the water hydrants. DCCLlr Letch to ask DCC Highways if such a drain map is available. Cllr Brown to mark-up the known water hydrants on the ground.

HITTISLEIGH PARISH COUNCIL

- Parish magazine deliveries – the parish council has taken on responsibility for the onward delivery of the parish magazine. Cllr Watson proposed dividing up the parish areas and Cllrs Brown and Dack offered to be involved. Some areas still need to be covered.
 - Defibrillator caretaker – Cllr Brown and Gill Fisher are responsible for the monthly checks. Cllr Dack offered to share this role if Gill Fisher wishes to step down.
12. Review the asset and risk registers - councillors resolved to amend the risk register to add the defibrillator and remove the pandemic. The asset register was approved with no changes.
13. Review the insurance policy – councillors reviewed and approved the policy noting the inclusion of the defibrillator.
14. Matters Arising
- Crediton Policing Patrol parish council ride-along report back – Cllr Watson recounted an eye-opening experience which she has also written up on social media. Lasting impressions were how extremely stretched and heavily underfunded the police team are and what an excellent job they do.
 - Selecta DNA kits - Police Community Crime Prevention meeting – 13 kits have been ordered by parishioners. Cllr Dack to coordinate orders.
 - Exeter Community Green Energy meeting Sat 3rd June 10.30 am – 12. 30 pm Cllr Watson to follow up the details and publicise.
 - Landmark tree planting – the parish council have proposed planting the three trees (in memoriam Brian Howell and in commemoration of the Queen and King Charles) in the church field. The clerk to follow up with the PPC.
 - Road Warden report – the clerk reported that further potholes in the village have now been repaired and the Road Warden has requested more filler material. Highways have blocked off some drains and damaged a fence clearing grips along the lane from Coltsfoot. This has been reported. Hittisleigh Mill road continues to deteriorate and is dangerous to drive - DCCLr Letch to report.
15. Payments
- Insurance £164.60 – councillors resolved to make payment as soon as new signatories are approved
16. Correspondence
- For information – there were no comments on the correspondence circulated

Next parish council meeting 7.30 pm Wednesday 28th June