

Minutes of the Annual Meeting of ALL SAINTS PARISH COUNCIL
Tuesday 10th May 2022 at 7.30pm, held at All Saints Village Hall
Minutes approved at ORD meeting 28th June 2022

Present: Cllrs. R. Speed (Vice-Chair/Acting Chair), Galvin and Hubbard (quorate)
Clerk of the Council, Paul Hayward (also present as EDDC Ward member for Yarty)
6 members of the public.

Meeting opened at 7.55pm due to over-run of the earlier Annual Parish Meeting.

Public Forum:

No representations. Acting Chair closed Public Forum at 8pm.

AM1/22 Election of Chair

Cllr. Forbes (outgoing Chair) was not present so Cllr. Speed presented this agenda item.
Cllr. Speed nominated Cllr. Forbes, seconded by Cllr. Hubbard
No further nominations. Resolved unanimously.
Cllr. Forbes was duly elected as Chair of All Saints Parish Council.

AM2/22 Signing of Chair's Declaration of Acceptance of Office

Clerk confirmed that this would be undertaken at a later time due to the non-attendance of Cllr. Forbes this evening.

AM3/22 Election of Vice-Chair

Acting-Chair sought nominations. Cllr. Hubbard nominated Cllr. Speed for Vice-Chair
Seconded Cllr. Galvin. No further nominations received. Resolved 2 votes for, 1 absten.
Cllr. Speed duly elected as Vice Chair

AM4/22 Signing of Vice-Chair's Declaration of Acceptance of Office

Clerk confirmed that this would be undertaken at a later time.

AM5/22 To receive apologies for absence.

Cllr. Forbes absent on business. Apology approved unanimously.
Apologies received from County Councillor, Ian Hall, and Webmaster Dave Wicken.
NOTED.

AM6/22 To receive member's Declarations of Interest

None declared.

Acting Chair proposed that agenda item 18 be brought forward for consideration.

AM18/22 To consider co-option of a new Councillor to the Parish Council.

Clerk confirmed that only one nomination had been received. That candidate had been confirmed as being eligible to stand for co-option to the Parish Council; Mr Gary Hall. It was subsequently proposed by Cllr. Galvin, seconded by Cllr. Hubbard, that Mr Gary Hall be hereby co-opted to the role of Councillor on All Saints Parish Council. Resolved unanimously. Clerk: Please arrange for Declaration of Acceptance of Office to be signed as soon as possible, together with the Register of Members Interests.

Acting Chair proposed that published agenda running order be resumed.

AM7/22 To review minutes of previous Annual Meeting of Council held 4th May 2021

Minutes of the previous Annual Meeting on 4th May 2021 had been previously adopted by Council on 1st June 2021. Reviewed and noted.

Matters arising from these minutes

There were no matters arising.

AM8/22 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Parish Council held 22nd March 2022.

Proposed by Cllr. Galvin, seconded by Acting Chair. Resolved 3 votes for, 1 abstention (GH).

Matters arising from these minutes

There were no matters arising.

AM9/22 To appoint Responsible Financial Officer for 2022/23 financial period

Acting Chair proposed that the Clerk, Paul Hayward, continue in this role.
Seconded Cllr. Galvin. Resolved unanimously.

AM10/22a) To consider payment of Chairman's Allowance for 2022/23

Cllr. Galvin proposed that the Chair be permitted to spend up to £200 in this financial year in respect of his reasonable expenses incurred in that role.
Clerk reminded Cllrs. that any payments would be via reimbursements, not paid direct.
Seconded by Cllr. Hubbard. Resolved unanimously.

AM10/22b) To consider payment of Member's Allowance for 2022/23

Acting Chair proposed that NO members allowances be paid in the current financial year. Seconded by Cllr. Hubbard. Resolved unanimously.

AM11/22 Election of Representatives from members and parishioners

Village Hall Representative	<i>Matter deferred until a later meeting of the PC.</i>
Emergency Planning Representative	<i>Matter deferred until a later meeting of the PC.</i>
School Representative	<i>Matter deferred until a later meeting of the PC.</i>
DALC Representative	<i>Presiding Chair (no change)</i>
All Saints Church Representative	<i>Vacancy was unfilled.</i>

AM12/22 Nominations for Honorary Footpath Warden (P3)

Tim Pedder kindly agreed to act as the HFW for the forthcoming year in the absence of any other nominations. Proposed Cllr. Hubbard, seconded Cllr. Galvin.
Resolved unanimously.
Acting-Chair thanked Mr. Pedder for his continued help in this regard.

AM13/22 Nominations for Honorary Tree Warden

Michael Davis has confirmed that he was willing to continue in this role for another year.
Proposed Acting Chair, seconded Cllr. Hubbard. Resolved unanimously.
Acting-Chair thanked Mr. Davis for his continued help in this regard.

AM14/22 Nominations for Honorary Webmaster

Dave Wicken (absent) had previously agreed to act as the Webmaster for the forthcoming year, in the absence of any other nominations.

Proposed Cllr. Hubbard, seconded Cllr. Galvin. Resolved unanimously.

Acting-Chair asked that Council's thanks be passed to Mr. Wicken for his continued voluntary work for the council in keeping the website up to date and compliant.

AM15/22 Nominations for Honorary Broadband Champion

Kevin Feeney has confirmed that he was willing to continue in this role for another year.

Proposed Acting-Chair, seconded Cllr. Galvin. Resolved unanimously.

Acting-Chair thanked Mr. Feeney for his continued help in this regard.

AM16/22 To consider renewal of subscriptions to the following bodies for 2022-23:

a) **NALC/DALC.** Cllr. Hubbard proposed. Cllr. Hall seconded. Resolved unan.

b) **BDHPN** * Acting Chair proposed. Cllr. Galvin seconded. Resolved unan.

* *Blackdown Hills Parish Network (jointly with Chardstock Parish)*

AM17/22 To consider these financial matters:

a) To confirm bank signatories and amend/revise as necessary or appropriate.

It was proposed by Acting-Chair that Cllr. Hall be added to the bank signatory mandate.

Resolved 3 votes for, 1 abstention.

b) To confirm insurance arrangements for the forthcoming 12 months.

RFO provided a report on the recent insurance renewal situation which had been brought to members attention previously. After debate, it was proposed by Acting Chair, and seconded by Cllr. Hall, that Council switch its insurance business to Ansavar (as suggested by our broker, CAS) at an annual cost of £833.79 which would result in an unbudgeted over-spend of £330.79. Resolved unan. as Council MUST be adequately covered in order to conduct its business and be compliant with Audit and Accountability legislation.

AM19/22 To receive report from RFO as to the ongoing arrangements for the submission of the Annual Governance and Accountability Return (AGAR2) 2021/22

RFO provided report which was noted. Accounts were still with internal auditor and RFO suggested that an extraordinary meeting in late June would be required to enable the formal signing-off of the FY21-22 accounts, annual return and exemption certificate.

AM20/22 To consider the dates for publication of the Notice Period for the exercise of Public Rights together with an unaudited copy of AGAR2 documents (as above) on noticeboard and Council website.

Members noted dates suggested by the RFO as per PKF suggestion (01/7/22 to 11/8/22)

These would be brought back before members to approve once internal audit completed.

AM21/22 To review Council policies and procedures and to formally adopt same.

Policies below have been reviewed by Councillors and amendments made as resolved.

a) Extant Standing Orders. Proposed Cllr. Hubbard. Seconded Cllr. Galvin. Resolved.

b)i) Financial Regns. Proposed Acting-Chair. Seconded Cllr. Galvin. Resolved.

b)ii) Delegation Policy. Proposed Cllr. Hubbard. Seconded Cllr. Galvin. Resolved.

c) Council's Code of Member Conduct.

Clerk asked that this matter be deferred until June meeting due to recent revisions at EDDC in the last few days which would materially affect the extant Policy document.

Deferral proposed by Acting-Chair. Seconded by Cllr. Galvin. Resolved.

d) To consider the Parish Council's Forward Plan.

It was proposed by Acting-Chair that this matter be considered at the July ORD. meeting.

e) Asset Register review as at 31st March 2022. Revised value £23630. Noted.

Approval of Register proposed by Acting-Chair. Seconded by Cllr. Galvin. Resolved.

AM22/22 Chair's Announcements / Matters of Urgency for report only.

None.

AM23/22 Financial matters:

a) To consider and, if thought fit, to approve payments for April 2022 (£1266.84) as per schedule previously circulated and published on Council's website:

Payment proposed by Acting-Chair, seconded by Cllr. Galvin. Resolved unanimously.

RFO: Please note.

b) To consider expenditure authorised under Chair's/RFO's delegated authority:

Expenditure authorised by Clerk as per delegated authority extant;
£99 - replacement of defibrillator pads as per service/ governance agreement. Noted.

c) To consider and review Council's financial reports for April 2022 as circulated:

Noted and approval proposed by Cllr. Hubbard, seconded by Cllr. Galvin.

Resolved unanimously. [RFO: Please publish on Council's website\(s\).](#)

d) Questions to RFO on April 2022 accounts/financial reports:

None raised.

e) To consider delegating authority to the RFO to make payments (as required) as per the Delegated Authority Policy (see AM21/22b)ii) above) for May and June 2022 as Parish Council will not ordinarily meet again until July 2022; any such payments made to be subsequently ratified at the earliest opportunity at an Ordinary meeting of the PC.

Proposed by Cllr. Hubbard, seconded by Cllr. Galvin. Resolved unanimously.

AM24/22 Planning matters:

- a) i) To consider planning applications received: *none to be considered.*
- a) ii) To consider planning applications decisions made under delegated authority. *22/0584/FUL - Hadhams, Churchill. THIS WAS SUPPORTED BY THE PARISH COUNCIL.* Ratification proposed by Acting-Chair, seconded by Cllr. Galvin. Resolved unanimously.
- b) Tree Matters; *none to be considered.*
- c) Determinations advised; *As per agenda published.*
- d) Planning Correspondence received.

To note recent correspondence regarding appeal hearing on 24/5/2022 re: Lily Cottage.

It was proposed by Acting Chair, seconded by Cllr. Galvin, that Clerk should attend this appeal hearing as the Council's representative. Resolved unanimously.

AM25/22 Business to be considered:

a) To consider matters pertaining to parish grounds maintenance.

Acting Chair asked that the issue of future grass / verge/ hedge cutting be added to next ORD agenda of the Parish Council. Clerk: Please note accordingly.

A request had been received for an additional cut of the Recreation Field grass prior to the QJ22 event planned for the 2nd June. Acting-Chair proposed that Clerk be duly delegated to arrange this with the Parish Lengthsman within existing maintenance budget.

b) To consider matters pertaining to the forthcoming Jubilee celebrations (2/6/2022)

Cllr. Hall spoke to confirm that all arrangements were in order and that the event should be a roaring success. It was noted that a grant request had been received from FOSAC for £200 towards the event's costs. Proposed by Acting-Chair that the Parish Council support this grant request. Seconded by Cllr. Hubbard. Resolved 3 votes for, 1 abstention (GH).

RFO: Please note and make this grant award payment as expeditiously as possible.

c) To consider matters pertaining to training courses and events for members and staff.

Acting-Chair asked Clerk to circulate details of any courses that he felt would be of use or interest to members. Noted

d) To note the resignation of Neil Parish MP and consider arrangements for the resultant by-election in the parish on a date yet-to-be-confirmed.

Noted. Acting-Chair proposed that the Clerk be duly delegated to send a letter of congratulation to the winning candidate once the result is known. Seconded Cllr. Hubbard. Resolved unan.

Clerk: Please note and action accordingly.

AM26/22 Correspondence received:

None received, not already circulated.

It was proposed by Acting Chair, seconded by Cllr. Galvin, that this agenda item be removed from future agendas as superfluous given that most correspondence was now received digitally and circulated by Clerk to all members immediately upon receipt. Resolved. Clerk: Please note and action accordingly.

AM27/22 Date of next Annual Meeting:

Tuesday May 16th 2023 * - 7pm. Venue likely to be All Saints Village Hall.

* Date delayed due to the Local Council elections to be held in early May 2023.

AM28/22 Agenda item not considered or discussed.

AM29/22 Agenda item not considered or discussed.

With no further business to transact, the meeting closed at 9.30pm.

Signed:

Chair

Date:
