

**Minutes of the Annual Meeting of ALL SAINTS PARISH COUNCIL**  
**Tuesday 9th May 2023 at 7.00pm, held at All Saints Village Hall**  
**Draft - yet to be approved**

Present: Cllrs. Forbes (Chair), Galvin, Hall and Verplancke (quorate)  
(Locum) Clerk of the Council, Paul Hayward  
Linda Ledingham (Clerk/RFO)  
Cllr. Duncan Mackinder (EDDC Yarty Ward)  
No members of the public.

Meeting opened at 7.00pm.

**Public Forum:**

Locum Clerk introduced newly-elected EDDC ward member, Duncan Mackinder.  
No public representations. Chair closed Public Forum at 7.05pm.

**AM1/23 Election of Chair**

Cllr. Hall offered to act as Vice-Chair for this agenda item. Resolved.  
Cllr. Hall nominated Cllr. Forbes, seconded by Cllr. Verplancke.  
No further nominations. Cllr. Forbes accepted nomination. Resolved nem con.  
Cllr. Forbes was duly elected as Chair of All Saints Parish Council for 2023-24.

**AM2/23 Signing of Chair's Declaration of Acceptance of Office**

Cllr. Forbes signed Declaration; witnessed by Proper Officer.

**AM3/23 Election of Vice-Chair**

Chair sought nominations. Cllr. Galvin nominated Cllr. Hall for Vice-Chair  
Seconded by Chair. No further nominations received. Cllr. Hall accepted nomination.  
Resolved nem con. Cllr. Hall duly elected as Vice Chair

**AM4/23 Signing of Vice-Chair's Declaration of Acceptance of Office**

Cllr. Hall signed Declaration; witnessed by Proper Officer.

**AM5/23 Signing of Councillor's Declarations of Acceptance of Office**

All members signed their Declarations; all witnessed by Proper Officer.

**AM6/23 To receive apologies for absence from members of the Council.**

None received. All elected members present.

**AM7/23 To receive any other apologies for absence.**

Apologies received and noted from:  
County Councillor, Ian Hall, Webmaster Dave Wicken, Hon. Footpath Warden, Tim Pedder  
Hon. Tree Warden, Mike Davis, Michael Shaw, Kevin Feeney.

**AM8/23 To receive member's Declarations of Interest**

None declared.

**AM9/23 To review minutes of previous Annual Meeting of Council  
held 10th May 2022 (already approved and adopted on 28th June 2022).**

Minutes of the previous Annual Meeting on 10th May 2022 had been  
previously adopted by Council on 28th June 2022. Reviewed and noted.

**Matters arising from these minutes**

There were no matters arising.

**AM10/23 To consider and, if thought fit, approve the minutes of previous Ordinary Meeting of the Extraordinary Parish Council held 11th April 2023**

Chair proposed that the consideration of these minutes be deferred until June.

Seconded by Vice-Chair. Resolved unanimously.

Clerk: Add to June Extraordinary Meeting agenda accordingly.

**Matters arising from these minutes**

There were no matters arising.

**AM11/23 To consider matters pertaining to co-option as a result of the recent uncontested election in the parish which resulted in one Casual Vacancy.**

Chair proposed that the consideration of these minutes be deferred until June.

Seconded by Vice-Chair. Resolved unanimously.

Clerk: Add to June Extraordinary Meeting agenda accordingly.

**AM12/23 To appoint Responsible Financial Officer for 2023/24 financial period**

Chair proposed that the Clerk, Linda Ledingham, be formally appointed to this role.

Seconded Cllr. Verplancke. Resolved unanimously.

**AM13/23 To consider payment of Chairman's Allowance for 2023/24**

Vice-Chair proposed that the Chair be permitted to spend up to £100 in this financial year in respect of his reasonable expenses incurred in that role.

Seconded by Cllr. Galvin. Resolved unanimously.

**AM14/23 To consider payment of Member's Allowance for 2023/24**

Locum Clerk outlined the regulations pertaining to members allowances.

Noted. Members who wished to claim should contact the RFO directly.

**AM15/23 Election of Representatives from members and parishioners**

Village Hall Representative

*Cllr. Verplancke volunteered.*

**Proposed from the Chair. Resolved.**

Emergency Planning Representative

*Matter deferred until a later meeting of the PC.*

School Representative

*Libby Dibble was nominated.*

**Proposed from the Chair. Resolved.**

DALC Representative

*Presiding Chair (no change)*

All Saints Church Representative

*Cllr. Hall volunteered.*

**Proposed from the Chair. Resolved.**

**AM16/23 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 from the Chair. Resolved unanimously.**

Chair thanked Mr. Pedder for his continued help in this regard.

**AM17/23 Nominations for Honorary Tree Warden**

Michael Davis has confirmed that he was willing to continue in this role for another year.

**Chair proposed. Resolved unanimously.**

Chair thanked Mr. Davis for his continued help in this regard.

**AM18/23 Nominations for Honorary Webmaster**

Dave Wicken has confirmed that he was willing to continue in this role for another year.

*Chair proposed. Resolved unanimously.*

Chair thanked Mr. Wicken for his continued help in this regard.

**AM19/23 Nominations for Honorary Broadband Champion**

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

*Chair proposed. Resolved unanimously.*

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

**AM20/23 To consider renewal of subscriptions to the following bodies for 2023-24:**

**a) NALC/DALC.** *Chair proposed, Cllr. Galvin seconded. Resolved unan.*

**b) BDHPN \*** *Cllr. Galvin proposed. Cllr. Verplancke seconded. Resolved unan.*

*\* Blackdown Hills Parish Network*

**AM21/23 To consider these financial matters:**

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

*It was proposed by Chair that the following persons be confirmed as bank signatories.*

Cllrs. Forbes, Hall, Galvin, Verplancke and Linda Ledingham (Clerk/RFO) and that

Paul Hayward, Robert Speed and Jacqui Hubbard be removed concurrently.

*Resolved unanimously. Clerk/RFO: Please arrange accordingly.*

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

*After receiving report from Locum Clerk, it was proposed by Cllr. Galvin, and seconded by Vice-Chair, that Council renew its insurance policy with Ansavar at £867 for FY23-24.*

*Resolved unanimously. Clerk/RFO: Please note and arrange cover accordingly.*

**AM22/23 To receive report from RFO as to the ongoing arrangements for the submission of the Annual Governance and Accountability Return (AGAR2) 2022/23**

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 FY22-23 accounts, annual return and exemption certificate.

Noted. Clerk/RFO: Please liaise with Internal Auditor and arrange EOM prior to end of June 2023 to accord with publication and declaration of Exemption Status.

**AM23/23 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. (FY22-23)**

Members noted dates suggested by the RFO as per PKF guidelines (03/7/23 to 11/8/23)

*Proposed by Chair. Resolved unanimously. RFO: Please note and action accordingly.*

**AM24/23 To review Council policies and procedures and to formally adopt same.**

*Chair proposed that this matter be deferred until July ORD meeting to allow new members and the Clerk to discuss the content and review accordingly.*

*Deferral proposed by Chair. Seconded by Vice-Chair. Resolved.*

Clerk: please add to July's ORD meeting agenda accordingly.

**AM25/23 Chair's Announcements / Matters of Urgency for report only.**

None.

**AM26/23 Financial matters:**

**a) To consider and, if thought fit, to approve payments for April 2023 (£1202.46) as per schedule previously circulated and published on Council's website:**

*Payment proposed by Cllr. Verplancke, seconded by Vice-Chair. Resolved unanimously.*

*RFO: Please note.*

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

None reported by RFO.

**c) To consider and review Council's financial reports for April 2023 as circulated:**  
Noted. RFO: Please publish on Council's website(s).

**d) Questions to RFO on April 2023 accounts/financial reports:**  
None raised.

**e) To consider delegating authority to the RFO to make payments (as required) as per the Delegated Authority Policy for May and June 2023.**

*As an extraordinary meeting is to be held in June, this agenda business was not heard.*

**f) Resolution: That All Saints Parish Council has fulfilled, and met, the requirements as required under the Transparency Code regulations for smaller local authorities.**  
**Proposed from Chair. Resolved unanimously.**

**g) Resolution: That All Saints Parish Council will continue to publish all information as required under the relevant regulations for smaller local authorities.**

*Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015*

**Proposed from Chair. Resolved unanimously.**

**h) To note the receipt of a further £646.91 EDDC CIL receipts (to be spent by 3rd May 2028)** Noted.

**AM27/23 Planning matters:**

a) i) To consider planning applications received: *None to be considered.*

a) ii) To consider planning applications decisions made under delegated authority.  
*None to be considered.*

b) Tree Matters; *None to be considered.*

c) Determinations advised; *As per agenda published.*

d) Planning Correspondence received.

*None received.*

**AM28/23 Business to be considered:**

**a) To consider matters pertaining to parish grounds & pavilion maintenance.**

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.

**b) To note the election of a new EDDC Ward member for All Saints parish (Yarty ward).**  
Noted. Cllr. Duncan Mackinder (Liberal Democrat)

**c) To consider matters pertaining to training courses and events for members and staff.**  
Chair asked Clerk to circulate details of any courses that she felt would be of use or interest to members or herself. Clerk: Please note and action accordingly.

**d) To consider articles for publication in the Parish Magazine.**

Clerk and Chair to liaise on content for the forthcoming edition in June.

Chair/Clerk: Please note and action accordingly.

**AM29/23 Correspondence received:**

None received, not already circulated.

**AM30/23 Date of next Annual Meeting:**

Tuesday May 14th 2024 \* - 7pm. Venue likely to be All Saints Village Hall.

Next (Extra)Ordinary meeting of the Parish Council scheduled for Tuesday 27th June '23.

**AM31/23 Agenda item not considered or discussed.**

**AM32/23 Agenda item not considered or discussed.**

With no further business to transact, the meeting closed at 8.05pm.

**Signed:**

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Chair

**Date:**

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