

Broadwoodkelly Parish Council

Annual Council Meeting of Broadwoodkelly Parish Council

Minutes of the Annual Council Meeting held on Tuesday 28th May 2024 following the Annual Parish Meeting in Broadwoodkelly Village Hall.

Present: Chairman Cllr Roger Heggadon, Cllrs R. Gant, D. Reed, Mrs B. Cook, Mrs S. Walters, A. Hawkey and D. Mendus-Edwards.

Borough Councillor for the Exbourne Ward, Mike Casbolt, and five members of the public were present.

- 1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.**
There were no apologies.
- 2. Elect a Chairman** – Councillor Mendus-Edwards proposed Councillor Heggadon as Chairman. This was seconded by Councillor Mrs Cook. There were no other nominations. Councillor Heggadon was elected Chairman.
- 3. Elect a Vice-Chairman** – Councillor Mendus-Edwards proposed Councillor Mrs Walters as Vice-Chairman. This was seconded by Councillor Hawkey. Councillor Mrs Walters accepted the nomination and was elected Vice-Chairman.
- 4. Sign declarations of Acceptance of Office** – Councillors Roger Heggadon and Mrs Sue Walters signed their declarations of Acceptance of Office forms.
- 5. Nominations for Representatives on other committees:**
 - 5.1 Broadwoodkelly Village Hall Committee** – the representatives are currently Cllrs Mendus-Edwards and Mrs Walters. They are happy to continue as representatives on the Village Hall Committee.
 - 5.2 Representative on Northern Links Committee (if still applicable)** – Councillor Mendus-Edwards asked what purpose these meetings have. The clerk explained that they used to bring together representatives from DCC, WDBC, the Police and other relevant organisations in the area. The clerk stated she wasn't sure if they were still going as no invitations to meetings have been received for a while. The council asked Councillor Casbolt if he could find out. Councillor Hawkey stated he would be prepared to attend meetings to represent the parish council.
 - 5.3 P3 Co-ordinator** – Councillor Gant stated he was still prepared to continue in this role.
 - 5.4 Representative on the Broadwoodkelly Community Web Group** – as this is now owned by Councillor Mrs Cook and Mrs Gant there is no longer any requirement for there to be a parish council representative on it.
- 6. Dates, times and venue of future meetings** – meetings are usually held in the village hall on the fourth Tuesday of every other month (January, March, May, July, September, November) at 7.30pm. The members of the parish council stated they were happy to continue with this arrangement.
- 7. Declaration of Interest from Members:**

Councillors are reminded to declare any personal or prejudicial interest they may have in any agenda items.

 - 7.1 The parish council has delegated the power of granting dispensations to the clerk
 - 7.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).
 - 7.3 To grant any requests for dispensations as appropriate.

Councillor Mrs Cook declared an interest in item 11.1.1 as she is one of the owners of the website.

8. To receive and approve the Minutes of the meeting held on Tuesday 26th March 2024.

Cllr Mrs Cook proposed that the minutes be signed as a true record. This was seconded by Cllr Mrs Walters. The chairman signed the minutes.

9. Public Participation

The members of the public did not wish to raise any issues at this time.

10. Report by Borough Councillor

Borough Councillor Mike Casbolt reminded everyone that the General Election is coming up on July 4th and for everyone to remember to take photo I.D. with you when you go to vote.

11. Past Subject Matters for further discussion:

11.1 [6.a] Parish Website

11.1.1 The hosting costs for the website have increased from £120 to £175

Councillor Mrs Cook stated she hadn't organised the training yet as she didn't know whether the parish council would continue with Colin Jones. He isn't the cheapest, but nor is he the dearest. Councillor Mrs Cook stated she was still happy to pay the £60, as agreed at the last meeting, towards the cost. Cllr Mendus-Edwards queried whether she would pay 50%. She stated she would pay £60. The parish council discussed the matter and stated they were happy to continue with this hosting provider. The parish council will pay the £175 and Councillor Mrs Cook will pay the parish council £60.

11.2 [4] Update on village hall events/improvements

Andy Buckerfield, the Vice-Chairman of the Village Hall Committee, informed the parish council that £35,101 had been spent on the village hall last year. There was strong support from Devon County Council, West Devon Borough Council and the National Grid. 450 people have attended the warm hub club, four soup and pud clubs, British Sign Language courses. An excellent panto sold out three performances and a murder/mystery evening was held. Secondary glazing and new flooring has been installed, new tables and chairs and a dishwasher have been purchased. An application for £35,000 has been submitted to the Dept of Culture Media and Sport. This has passed the first stage. It is hoped to install solar panels and battery storage to help with running costs. The AGM was held last week and all in attendance fully supported the village hall. They would like to know if the parish council supports them and would be willing to send a letter to the village hall supporting their endeavours. The clerk instructed to liaise with the chairman and send a letter.

11.3 [6.c] Areas of highways requiring work to utilise TAP fund money

- i. Twenty's Plenty – wooden gates have been erected on the entrances to the village. It is intended to put a sign including a '20' on it (not in the red circle as it is not a mandatory speed limit). Chris Kenny has donated the plants and planters and will maintain them. The parish council to send him a letter of thanks. Cllr Hawkey will provide the clerk with his contact details. Cllr Hawkey stated that the repairs to the bridge by Redhayes have now almost been completed.

11.4 [6.f] Broadband – the village hall has broadband.

11.5 [6.g] Neighbourhood Plan update – Cllr Sue Walters stated there were no updates.

11.6 [7.d] Risk Assessment – Cllr Gant had assessed the phone box, noticeboard and seat. Cllr Mendus-Edwards stated he had spoken to Julie Clark regarding painting the phone box and had been told that she is responsible for the phone box so it is not the responsibility of the parish council. The noticeboard and seat were both in good order.

Cllr Mendus-Edwards also stated that the gate at the end of the footpath by the village hall is in a dangerous state. The landowner doesn't seem interested in doing anything.

The clerk to contact DCC and ask if a gate can be supplied with a pedestrian gate in it and also posts.

- 11.7 [10] Acquiring a projector – Cllr Mendus-Edwards has been looking at second hand projectors and has details of one that looks good. Cllr Hawkey stated he would take the details and look into it.

12. Clerk's report and correspondence received:

The following correspondence is contained within the Councillors folder:

- 12.1 Letter from All Hallows Church asking the parish council if they will consider making a donation towards the upkeep of the churchyard.

The church has asked the parish council if they would consider making a donation towards the increasing costs of keeping the churchyard tidy. The wall is currently undergoing repair. The clerk explained the parish council can only assist with the costs of keeping the churchyard tidy. Last year the parish council donated £400. The previous two years no donation was made. Cllr Reed proposed the parish council donates £500. This was seconded by Cllr Mrs Cook and agreed by all.

- 12.2 Clerks and Councils Direct

13. Planning:

- 13.1 Application No. 0231/24/FUL Taylors Down, Broadwoodkelly – to develop an agricultural building for use as a dung midden and covered cattle yard. Granted conditional approval.
- 13.2 Application No. 0054/24/FUL The Sculpture School, Moorview Farm, Bondleigh – retention of three holiday lets in the form of 2 shepherd huts, conversion of attic space above sculpture school and addition of photovoltaic panels. Granted conditional consent. The parish council was sent this application as it was a neighbouring parish and no comment was submitted. Cllr Mendus-Edwards suggested that in future a comment ought to be made.
- 13.3 Application No. 0770/24/FUL The Garage Village Cross, Broadwoodkelly – proposed new dwelling and associated works. This application has been refused. Cllr Mrs Walters informed the council that the applicant has six months to lodge an appeal.
- 13.4 Serving of Tree Preservation Order (TPO) on a Copper Beech and English Oak trees at Village Cross, Broadwoodkelly.
- 13.5 An appeal is being made by Mr Colgrave at Summerhayes, Ingleigh Green following the refusal of planning for an outline planning with matters reserved for the erection of a supervisory dwelling. Received after the agenda went out.

14. Finance

- 14.1 Internal Audit completed and report read out to the council
- 14.2 Approve the Annual Governance Statement of the Annual Return
The Annual Governance and Accountability Return (AGAR) was circulated to councillors prior to the meeting. Cllr Mrs Cook proposed that the council approves the Annual Governance statement. This was seconded by Cllr Mrs Walters and agreed by all.
- 14.3 Approve the Accounting Statement of the Annual Return
Cllr R. Gant proposed that the council approves the Accounting Statement. This was seconded by Cllr Mrs Walters and agreed by all.
- 14.4 To approve the Certificate of Exemption contained in the AGAR
Cllr Hawkey proposed that the council approves the Certificate of Exemption. This was seconded by Cllr Mendus-Edwards and agreed by all.
- 14.5 Received first half of precept - £1360.50

14.6 Invoice from DALC for renewal of membership - £115.20

Cllr Mrs Cook proposed that the council pays this invoice. This was seconded by Cllr Mrs Walters. A cheque will be signed.

14.7 Invoice from clerk for wages/expenses - £226.34

Cllr Mrs Cook proposed that this invoice be paid. This was seconded by Cllr Reed. A cheque will be signed.

14.8 Invoice from Internal Auditor - £45.00

Cllr Hawkey proposed that this invoice be paid. This was seconded by Cllr Mrs Walters. A cheque will be signed.

14.9 Renewal of Insurance - £402.49

Cllr Mrs Cook proposed that this invoice be paid. This was seconded by Cllr Gant. A cheque will be signed.

A cheque was also signed for Broadwoodkelly PCC (upkeep of the churchyard) - £500 (agreed under item 12.1)

A cheque for the website hosting payable to Colin Jones was also signed - £175 (agreed under item 11.1.1)

14.10 Interest on Business Reserve Account (Mar/Apr) - £16.74

14.11 Online banking – the clerk will have a look at this and see what is involved.

14.12 Balance at Bank – as at 1st May the balance in the Current Account is £9155.03 (this includes the receipt of the precept, but does not include the cheques paid this evening. As at 1st May the balance in the Business Reserve Account is £6917.17

15. Matters for further reporting:

Cllr Mrs Walters mentioned about the possibility of acquiring the plot of land known as The Garage Village Cross as community space. It would be dependent on the owner being prepared to sell it. It may be possible to get a grant to help with the purchase cost.

Cllr Mendus-Edwards stated the village hall insurance has increased to £743.34

16. Confidential discussion:

16.1 Enforcement cases – there are currently none.

12. Date of next meeting:

July 23rd 2024

There being no further business the meeting closed at 8.50pm