

# MINUTES

ANNUAL MEETING OF THE PARISH  
COUNCIL at the MEMORIAL HALL  
on 16th May 2023 - started 7.30pm

**PRESENT:** Cllrs. B. Nelson (Chairman), Mrs E. Bradshaw (Deputy), N. Howgill, Mrs J. Rock,  
and Ms S-A Bird

**IN ATTENDANCE:** Mrs J. Henderson (Clerk), 2 members of the public.

## AGENDA:

- 1. Election of the Chair and Vice Chair of the Council:**  
**Resolved:** Cllr Nelson was nominated as Chair. Proposed by Cllr Howgill and Seconded by Cllr S-A Bird - all in favour.  
Cllr Bradshaw was nominated as Vice Chair. Proposed by Cllr Nelson and seconded by Cllr J Rock - all in favour.
- 2. To receive the Declaration of Acceptance of Office by elected Councillors**  
**Resolved:** Cllrs B. Nelson, Mrs E Bradshaw, N Howgill, R Dunford-Brown, Mrs J Rock and Ms S-A Bird were all re-elected uncontested and duly agreed to sign the declarations of acceptance of office, except Cllr Dunford-Brown who was absent from the meeting.  
*ACTION: Clerk to send forms to Cllr Dunford-Brown for signing.*
- 3. Co-option of new Parish Councillors and Declarations of Acceptance of Office -**  
**Resolved:** Four Councillors were co-opted.  
Proposed by Cllr B Nelson, Seconded Cllr E Bradshaw. All agreed.  
Cllrs D Hinshelwood (Kerswell), and in their absence (but with prior consent) Cllrs C Ledward (Dulford), O Emmett (Broadhembury) and Mrs J Keeling (Dulford), were all co-opted onto the Council.  
*ACTION: Clerk to send forms to Co-opted Cllrs for signing.*  
  
*The Chair welcomed the newly co-opted member, Cllr D Hinshelwood, from the public gallery to be seated with the Council.*
- 4. Members to declare any interests they may have in agenda items -**  
**Resolved:** None declared
- 5. Apologies accepted by the Council -**  
**Resolved:** Apologies accepted for Cllrs C Ledward and Cllr J Keeling.  
Expected, but not arrived: Cllrs R Dunford-Brown and O Emmett
- 6. To receive and sign the minutes of the Ordinary meeting held on 21.03.2023**  
**Resolved:** That they were a true record of the meetings decisions.  
Proposed by Cllr E Bradshaw, Seconded Cllr N Howgill

7. **Organisational Structure: -**  
**Resolved:**  
(i) Planning Committee and Defibrillator - Cllr E Bradshaw  
(ii) Way Warden - Cllr J Rock  
additionally -  
(iii) Tree Warden and Grit Bins - Cllr N Howgill
8. **Public session -** None
9. **Review of Policies as listed on our website, including Standing Orders and Code of Conduct -**  
**Resolved:** Cllr B Nelson proposed to adopt all policies as written, and the Clerk and Chair to have authority to amend as required throughout the year, and bring to Council for agreement. Seconded Cllr E Bradshaw. All agreed
10. **Financial report:**  
**a) To approve the financial statements to the end March 2023**  
**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.  
**b) To approve retrospective payments**  
**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.  
**c) To approve Insurance invoice paid on autorenewal (2nd yr of 3yr agreement) - BHIB -**  
**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.  
**d) Review budget**  
**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.  
**e) To receive and approve the internal auditors report for the year ending March 31st 2023**  
**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.  
**f) To approve the conclusion of the Annual Audit for year ending March 31st 2023 and publication of the Notice of Public Rights (scheduled from 5th June - 14th July 2023)**  
**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr J Rock - all in favour.
11. **To consider and approve Exemption Notice re: External Audit**  
**Resolved:** Proposed Cllr B Nelson, Seconded Cllr Howgill. All were in favour.

Deputy Chair Cllr E Bradshaw thanked the Clerk for her work on the AGAR.

ANNUAL MEETING of the PARISH COUNCIL was brought to a close by the Chair at 7.45pm.

ANNUAL PARISH MEETING to commence.

(see separate agenda)