

Broadhembury Parish Council

MINUTES

ANNUAL MEETING OF
THE PARISH COUNCIL
Platform: ZOOM

4th MAY 2021 - 7.30pm

PRESENT: Cllrs. B. Nelson (Chairman), Mrs E. Bradshaw (Deputy), V. Game, C. Ledward, A. Powell, Mrs D. Rees, R. Dunford-Brown and the Clerk, Mrs J. Henderson.

In attendance: Three members of the public.

AGENDA

- 1 **Election of the Chair:**
Resolved: Cllr Nelson was nominated. Proposed by Cllr Game and Seconded by Cllr Bradshaw - all agreed.
- 2 **Election of Vice Chair**
Resolved: Cllr Bradshaw was nominated. Proposed by Cllr Nelson and seconded by Cllr Game - all agreed.
- 3 **Apologies** - None.
- 4 **Declaration of interests -**
Resolved: Noted none given.
- 5 **To receive and sign the minutes of the Extraordinary meeting held on 13.04.2021**
Resolved: that they were a true record of the meeting's decisions.
Proposed Cllr Bradshaw, Seconded Cllr Game - all agreed.
- 6 **Appointment of Lead Councillor Roles:**
Resolved: the below -
Planning: Cllr Bradshaw
Flood Warden: Cllr Game
Tree Warden: Cllr Howgill
Way Warden: Cllr Rees
Kerswell Play Area: Cllr Dunford-Brown
Broadhembury Play Area: Chair nominated Cllr Wicks in his absence
7. **Matters arising:**
Resolved: The Chair was still awaiting on HMRC for clarification of when rules were changed, because if Wrigleys were still under instruction the fee would be cancelled. However, if the Chair has no luck with this line of enquiry, he will endeavour to renegotiate the liability. Rob Phillips from the CLT, agreed they would be happy to await the outcome of the Chair's investigations.
- 8 **Public discussions, Reports, DC, EDDC, Police**
Resolved: noted None to report. *(Cllr Ledward joined the meeting 7.40pm)*

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9 Correspondence:

Resolved: None.

10 Financial Matters - to approve the following:

a) Financial statements to the end of March 2021

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

b) Retrospective payments:

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

c) BHIB insurance invoice for payment - £463.18:

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

d) Review of Budget:

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

e) Receive and approve the internal auditors report for the year ending 31.03.21

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

f) Consider and approve the Annual Governance Statement 2020/2021

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

g) Publication of the Notice of Public Rights:

DATES: Commencing on Monday 14 June 2021 & ending on Friday 23 July 2021

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

Cllr Bradshaw also kindly put on record her thanks to the Clerk for work on the AGAR.

h) The Auditor's fee of £135:

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw

11 Exemption Notice re: External Audit:

to certify that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.

Total annual gross income for the authority 2020/21: £14,489.27

Total annual gross expenditure for the authority 2020/21: £11,512.66

Resolved: Proposed Cllr Nelson Seconded Cllr Bradshaw - all agreed.

The Clerk informed there was an amendment to be made to the financial statements, after the Auditor adjusted the final figures on the AGAR by £42, due to Plusnet credit notes being netted off against the expenditure incurred in the year.

The Chair and all agreed.

12 Review of Internal Controls & GDPR procedures:

Resolved: To update/consider/adopt policies as listed below via email and ratify at next meeting and be published on our website.

Clerk aided by Cllr Nelson to work on this. All agreed.

a) Code of Conduct

b) Standing Orders

c) Complaints Procedures

d) Terms of Reference/Review of Internal Audit

e) Risk Register & Risk Assessment Procedures

f) Financial Regulations

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- g) Grant Awarding Policy
- h) Publication Scheme
- i) Privacy Policy
- j) Discipline & Grievance Policy
- k) Social Media Policy
- l) Information & Data Protection Policy
- m) Press & Media Policy
- n) The Management of Transferable Data Policy

13 Memorial Hall Car Park - Plan for improvements:

Resolved: Ideas suggested by Stephen Syrett (Chair, Memorial Hall) for improvement of the car park, were discussed by Cllr Nelson with Cllrs Powell, Howgill and Bradshaw. The Chair proposes to send a letter to the trustees of M.Hall with a response to their ideas which are generally welcomed, with only one exception. Draft of letter will be sent to Cllrs via email for approval.

14 Planning Report:

Resolved: Cllr Bradshaw reported on four applications:

21/0563/PDR - Luton Lane Farm Payhembury

21/0875/FUL - Barns North of Luton Farm Payhembury

21/0785/VAR - Upcott Farm Broadhembury

21/1111/VAR - Upcott Farm Broadhembury

All were supported, with note attached to 21/0563/PDR on understanding that detailed drawings will be finalised in due course.

15 Way Warden Report:

Resolved: Cllr Rees reported the P3 forms had gone in and we are awaiting the results which are due shortly.

Trial bikes are a problem again and Cllr Rees will be writing to Ros Davis for help with costs on prevention notices.

16 ROSPA Update for Broadhembury & Kerswell Play Areas:

Resolved: The Chair has asked that the respective Play Area Lead Cllrs look into ways of ensuring the grounds/equipment are checked on a weekly basis in line with insurance requirements.

17 Website Update:

Resolved: Cllr Game reported on a Zoom meeting held with some Cllrs, to view latest web page proposals, that had met with general approval. Next stage is to sign up with new web hosting site using NatWest Debit Card for paying annual hosting fee and then showcase some interactive pages for Cllrs. to see. Also to note Auditor's requirements for a fully compliant website.

18 Maintenance/Upkeep Update:

Resolved: Cllr Powell has three quotations (not included due to commercially sensitive information). The company recommended by Cllr Powell was Adrian Le Page and it was proposed by the Chair that Cllr Powell ask him to cover both Play Areas and other work on a project by project basis.

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19 Litter Pick Day:

Resolved: Cllr Dunford-Brown will be leading the Kerswell Litter Pick Day on 22nd May, with Dulford - Cllr Ledward, Luton - Cllr Powell and Broadhembury - Cllr Rees commencing theirs on the 29th May and ending with a drink at the Drewe Arms beer garden at lunchtime. Kerswell volunteers are welcome to join everyone to compare rubbish stories. The Clerk will organise the kit to be delivered to Cllr Powell and book the Pub garden.

20 Church Funding Update:

Resolved: Due to the current legal situation preventing Parish Council's from funding repair/replace of Church roof/structures, the Chair proposed we wait until next year to re-access the situation. Bill Sivewright, Church Warden said they would appreciate the support of the PC, and agreed to wait until next year. All agreed.

21 Governance Update:

Resolved: The Chair has written to the EDDC regarding the increase in Cllrs. from 9 to 12. A reply from CEO explained he could not look at this until the end of Summer. The Chair has since discussed this with the Chair of EDDC who has agreed to consider during the interim.

22 To note Annual Report:

Resolved: The Chair has prepared a draft of the Annual report that was emailed to all Cllrs for approval. All agreed.

23 AOB

Cllr Powell requested that the PC write to Jo Symonds to thank her for the grass cutting of the triangle that she carries out on a voluntary basis. All Agreed.

The Chair informed Cllrs this would be our last remote meeting and thanked them for embracing the format and enabling PC work to continue during the pandemic. The next Full Council Meeting on July 20th will be in person and both the Clerk and the Chair will ensure a safe, Covid compliant environment. Everyone was thanked for attending and the meeting was closed.