**Minutes of Clovelly Annual Parish Council Meeting held on Tuesday, 4 May 2021 on the rising of the Annual Parish Meeting by Zoom.**

**Present:** Councillors C West (Chairman), J Davey, J Goulding, C Huxtable, S Perham, N Sanders, P Slee, A Tucker

Also present:

District Councillor Mrs A Dart

Mrs S Squire, Parish Clerk

3 members of the public

**Apologies** were received from Councillor D Garnett

**21/22 – 001 Election of Chairman**

**Councillor Slee proposed Councillor West**

**Seconded by Councillor Perham**

**There were no other nominations and Councillor West was willing to stand.**

**Unanimously agreed**

**21/22 – 001a Declaration of Acceptance of Office**

**Proposed by Councillor Goulding that the Declaration of Acceptance of Office is signed and witnessed at the first physical meeting of the Parish Council.**

**Seconded by Councillor Davey and unanimously agreed.**

**The Chairman read the Acceptance of Office**

**21/22 – 002 Election of Vice Chairman.**

**Councillor Slee proposed Councillor Davey.**

**Seconded by Councillor West**

**There were no other nominations and Councillor Davey was willing to stand.**

**Unanimously agreed**

**21/22 – 002a Declaration of Acceptance of Office**

**Proposed by Councillor Goulding that the Declaration of Acceptance of Office is signed and witnessed at the first physical meeting of the Parish Council.**

**Seconded by Councillor Perham and unanimously agreed.**

**The Vice Chairman read the Acceptance of Office** which will be signed at the July meeting due to apologies being given for the June meeting.

**21/22 – 003 Annual Accounting Statements.** Deferred to the June 2021 meeting.

The Clerk had ascertained that Mrs J Snooks, a former Audit Commission and South West Internal Audit employee now practicing independently, can carry out the internal audit for £100.00.

**Proposed by Councillor Slee that Mrs J Snooks carries out the 2020/21 internal audit.**

**Seconded by Councillor Davey and unanimously agreed.**

**21/22 – 004 Adoption of Annual Accounts and signing of Exemption Certificate.**

Deferred to the June 2021 meeting.

**21/22 – 005 Minutes of the last Annual Parish Council Meeting (2019) to be agreed and signed.**

**Agreed as a correct record.**

**Proposed by Councillor West, seconded by Councillor Davey and unanimously agreed.**

**21/22 – 006 Matters arising from the APCM Minutes of 2019.** None.

**21/22 – 007 Declarations of Interest.** Councillor Perham declared an interest in matters relating to waste collection.

**21/22 – 008 To confirm the Minutes of the meeting held on 13 April 2021.**

**Agreed as a correct record.**

**Proposed by Councillor Slee, seconded by Councillor Davey and unanimously agreed.**

**21/22 – 009 Matters arising from the Minutes of the previous meeting.**

**21/22 – 009(i) Waste collection in the village**

Councillor Perham declared an interest in this item.

The situation was unchanged in that Clovelly Estate Company had been requested to remove all the black bags which had been done but no proposal received as to future arrangements.

There has been a discussion with TDC but no further progress made.

Councillor Goulding asked if the trailer is put out the day before to which Councillor Perham replied that this would not be the case as it could be over-used.

District Councillor Mrs Dart advised she had not heard any more from TDC.

She had noted that under the Scheme of Delegation at TDC AGM there was some reference to the ability for Clovelly Estate to determine about rubbish collected from difficult to reach sources for which she had requested clarification that nothing would happen for that item but it would seem that TDC will not do anything.

Action: The Clerk to email a copy of the Clovelly Estate letter to AD.

**21/22 – 009 (ii) Clovelly A39 roundabout**

Councillor Garnett is to obtain more information to give at the June meeting with regard to getting the work done at the same time as roadworks take place.

Action: Councillor Garnett.

**21/22 – 009 (iii) Parking on road from A39 to the village**

The meeting was advised that Police have been in attendance but it was not known if it was in connection with this item. The situation to be monitored.

Action: Councillor West to contact Mr P Vanstone.

**21/22 – 010 Affordable Housing.** This item was deferred to the June meeting.

Councillors noted that a Village Hall meeting was due to take place on 7 June with the AGM possibly in July.

It was acknowledged that parishioners needed to enforce the fact the affordable housing was needed, especially as it was known there was a need for this. People joining the Committee may help the situation.

Action: Councillor Sanders to represent the Parish Council at the Village Hall meeting on 7 June.

**21/22 – 010 Planning Applications.**

The following Applications were considered, the latter two having been received after the publication of the Agenda:

* **1/0429/2021/FUL & 1/0430/2021/LBC – Replacement single storey rear extensions at Court Dairy Cottage, Clovelly – no comment**

Action: The Clerk to submit a reply of ‘no comment’ to TDC.

* **1/0451/2021/FUL and 1/0452/2021/LBC – Retrospective erection of temporary wooden shelter (due to Covid-19 restrictions) – Terrace above Lime Kiln on Foreshore, The Quay, Clovelly**

Action: Councillors to visit the site and give their thoughts to the Chairman for a response to be agreed and submitted by the Clerk.

**21/22 – 011 Correspondence.** As noted on the Agenda.

**21/22 – 012 Accounts**

**The following payments were approved and authorised:**

**Proposed by Councillor Goulding, seconded by Councillor Sanders and unanimously agreed.**

**Community Grants, as agreed at the budget setting meeting in December 2020:**

Ch. No.

**Clovelly Twinning Association £150.00**

**Clovelly Archive Group £150.00**

**Clovelly Women’s Institute £150.00**

**Hartland ATC £150.00**

**Woolsery Scouts £150.00**

**Torridge, North, West and Mid Devon Citizens Advice £150.00**

**South West Heritage Trust to support the North Devon Record Office £ 50.00**

Payment of the Clerk’s salary would be paid at the June 2021 meeting.

Action: The Clerk to give Councillors details about Unity Trust Bank in connection with online banking and payments made by BACS.

**21/22 – 013 Highways.** No items raised.

**21/22 – 014 Reports from Parish, District and County Councillors.**

**District Councillor Mrs Dart** reported that at a recent Community and Resources meeting at TDC, it had been agreed that a Council Tax Hardship Support Fund of £70,000 for 2021/22 would be available for working people to claim who are not in receipt of local Council Tax support already. Any surplus from the budget would be allocated to various causes after the financial year ending 31 March 2022 had been finalised.

An application has to be made by people who wish to be considered.

TDC had held its AGM where a Chairman and Vice Chairman was elected. With social distancing restrictions still in place, there was concern about live meetings and the number of people who will attend.

Re-start grants were available.

**21/22 – 015 Items not already on the Agenda, at the discretion of the Chairman.**

1. **Councillor Goulding** asked about street lights in the village and was advised that there was currently liaising with Clovelly Estate about this.
2. **Councillor Gouling** pointed out that the Clovelly Estate removed the refuse bins and keep left signs during the lockdown and have not been replaced. She felt that now the public were returning, these items needed to be returned.

Action: Clerk to write to the Clovelly Estate.

**21/22 – 016 Date and time of next meeting:** Tuesday, 8 June 2021 at 7.30pm.

Councillor Davey gave his apologies in advance.

The meeting ended at 9.05pm.

**Summary of Decisions:**

* **Election of Chairman**
* **Agreement for Chairman to sign the Declaration of Acceptance of Office at the first in-person Parish Council meeting**
* **Election of Vice Chairman**
* **Agreement for the Vice Chairman to sign the Declaration of Acceptance of Office at the July Parish Council meeting**
* **Mrs J Snooks to carry out the 2020/21 internal audit at a cost of £100.00**
* **Minutes of the 2019 Annual Parish Council meeting**
* **Minutes of the Parish Council meeting held on 13 April 2021**
* **Planning**
* **Payments**

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**Chairman Date**