

## **Minutes of Clovelly Annual Parish Council Meeting held on Tuesday, 23 May 2023 in Clovelly War Memorial Parish Hall at 7.30pm.**

### **Present:**

**Councillors Mrs V Foster, D Garnett, C Huxtable, S Perham (from Minute No. 18.3 who completed his paperwork after the meeting and did not vote on any item), R Phelps, N Sanders, A Tucker, C West.**

**District Councillors S Harding and Mrs Dart from Minute No. 10.**

**Mrs S Squire, Parish Clerk**

**2 members of the public**

**Councillors completed their Declaration of Acceptance of Office forms and Register of Members Interests forms.**

- 1. Election of Chairman.**  
**Councillor Garnett proposed Councillor West.**  
**Seconded by Councillor Mrs Foster.**  
**There were no other nominations and Councillor West was willing to stand.**  
**Unanimously agreed.**
- 2. The newly elected Chairman read and signed the Declaration of Acceptance of Office.**
- 3. Election of Vice Chairman.**  
**Councillor Mrs Foster proposed Councillor Garnett.**  
**Seconded by Councillor Tucker.**  
**There were no other nominations for Councillors who were present, and Councillor Garnett was willing to stand.**  
**Unanimously agreed.**
- 4. The newly elected Vice Chairman read and signed Declaration of Acceptance of Office.**
- 5. The Chairman extended a welcome to the newly elected Council**
- 6. Councillors to agree that Parish Council communications are sent by email.**  
**Proposed by Councillor West**  
**Seconded by Councillor Garnett**  
Councillors signed a form supplied by the Clerk.
- 7. Scheme of Delegation Review.** This was adopted on 11 April 2023 in the event of delegatory powers to the Clerk during the election period.  
The Scheme of Delegation is now no longer necessary with the election of new Councillors and a constituted Parish Council.  
To agree that the Scheme of Delegation is cancelled.  
**Proposed by Councillor West**  
**Seconded by Councillor Huxtable and unanimously agreed.**
- 8. Declaration of Acceptance of Office Form not completed due to absent Councillor(s).**  
To agree that this is extended until the June meeting on Tuesday 13<sup>th</sup> June.  
Failure to do this by that date will result in the Councillor losing their seat.  
**Proposed by Councillor Mrs Foster**  
**Seconded by Councillor Garnett and unanimously agreed.**
- 9. Election of Parish Councillor to join the Police Councillor Advocate Scheme.**  
No Councillor put themselves forward for this post.
- 10. To identify any training needs for Councillors.** The Clerk circulated details.  
**Action: The Clerk to book Councillor Garnett onto the all day 'Being a Good Councillor' course at Caddesdown Business Park, Bideford on 6/7/23 at a cost of £90.00.**

- 11. Compliance.** To review and adopt the following documents, which had been circulated to Councillors for studying.
- Standing Orders
  - Financial Regulations
  - General Risk Assessment
  - Freedom of Information Act Publication Scheme
  - Grant Giving Policy
  - Complaints Procedure
  - Equal Opportunities Policy
  - Data Protection Policy
  - Data Privacy Policy
  - Protocol for Filming and Recording
  - Fixed Assets
  - Bullying and Harassment
  - Disciplinary Policy
  - Grievance Policy
  - Retention of Documents Policy
  - Safeguarding Policy
  - Sickness and Absence Policy
  - Subject Access Requests Policy
- Proposed by Councillor Huxtable to adopt the above en bloc**  
**Secoded by Councillor Tucker and unanimously agreed.**  
**Action: Clerk to update the documents with the date of review.**
- 12. Banking Arrangements.** To appoint new signatories in place of former Councillor Davey. Councillor West advised that he was continue to have dialogue with NatWest regarding the implementation of online banking. As Councillor Tucker is a cheque signatory, he will arrange for him to be added to online banking.
- 13. Representations from the public limited to 3 minutes in line with DCC & TDC.**  
No items were raised.
- 14. Apologies.** None.
- 15. Declarations of Interest.**
- **Councillor West declared a Prejudicial Interest in respect of Minute No. 18.1 – Finance, reimbursement to him for the sound system at the Coronation Tea.**
  - **Councillors Mrs Foster, Garnett, Huxtable, Sanders and West declared a Personal Interest in Minute No. 18.1 – Finance, payment of annual grants to organisations.**
  - **Councillors Garnett and Huxtable declared a Personal Interest in Minute No. 18.3.6. – appointment of Thomas Westcott as the internal auditor for 2022/23.**
- 16. Approval of the Parish Council Meeting held on 11 April 2023**  
**Proposed by Councillor Sanders**  
**Secoded by Councillor Garnett and unanimously agreed.**
- 17. Reports**
- 17.1 County Councillor J Wilton-Love.** Not present.
- 17.2 District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews.**  
**Action: The Clerk to check newly elected Shirley Ann Andrews' email address for future communications.**

**Councillor Dart.** The Annual General Meeting had been held the previous evening and the same Leader and Deputy had been elected – Councillors Ken James and Claire Hodson.

**Councillor Harding** was looking forward to a new term of working with TDC and Parishes.

**17.3 Defibrillator Check – Councillor Sanders.** Replacement pads were required.

**Action:** The Clerk to order and have delivered to Councillor Sanders.

**18. Finance**

**18.1 Payments.** The following payments were approved and authorised:

**Proposed by Councillor Phelps**

**Seconded by Councillor Mrs Foster and unanimously agreed.**

The Clerk was thanked for her work and all the printing involved with the Annual Parish Council Meeting.

	Ch.No.	
<b>Mrs S Squire</b> Salary and expenses	075	£386.39
<b>HMRC PAYE</b>	076	£198.40
<b>Community First Insurance Renewal Premium due on 1/6/23</b>	077	£165.73

**2023/24 Grants approved at the Parish Council Meeting on 23/2/23.**

**Proposed by Councillor Tucker, seconded by Councillor Phelps and unanimously agreed.**

**Councillors Mrs Foster, Garnett, Huxtable, Sanders and West declared a Personal Interest in these payments.**

◆ <b>Clovelly Women's Institute</b>	078	£125.00
◆ <b>Clovelly Archive</b>	079	£125.00
◆ <b>Hartland ATC</b>	080	£125.00
◆ <b>Torridge, West, North &amp; Mid Devon Citizens Advice</b>	081	£125.00
◆ <b>South West Heritage Trust (North Devon Record Office)</b>	082	£125.00
◆ <b>1<sup>st</sup> Woolserly Scouts</b>	083	£125.00
◆ <b>Clovelly Football Club</b>	084	£125.00
◆ <b>RNLI</b>	085	£125.00

**Councillor West** declared a Prejudicial Interest, left the room and did not take part in the discussion, decision or voting thereon.

This item of the meeting was chaired by the Vice Chairman, Councillor Garnett.

**The payment to Councillor West was proposed for approval by Councillor Garnett, seconded by Councillor Tucker and agreed.**

**C West** Reimbursement for the Sunday Tea Party to celebrate the Coronation 086 **£100.00**  
This involved a sound system.

Mr J Rous read a letter from the King's Equerry.

Coronation mugs purchased by the Parish Council were handed out on the afternoon and there are still some to go to children who are eligible.

**18.2 To approve the accounts for the year ended 31 March 2023**

Councillor Mrs Foster queried the amount of PAYE against the Clerk's earnings.

**Action:** The Clerk to check the position with the pay practitioner who prepares pay documents.

**Proposed by Councillor Tucker**

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

**18.3 2022/23 Audit.**

**18.3.1 To approve the Certificate of Exemption of the Annual Governance and Accounting Return.**

**Proposed by Councillor Tucker**

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

The Parish Council is eligible to exempt itself due to income / expenditure not exceeding £25,000 per annum.

**18.3.2 To approve Section 1 Annual Governance of the Annual Governance and Accounting Return.**

**Proposed by Councillor Mrs Foster**

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

**18.3.3 To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return.**

**Proposed by Councillor Huxtable**

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

**18.3.4 To approve the 2023 Statement of Internal Control.**

**Proposed by Councillor Garnett**

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

**18.3.5 To approve the dates for the exercise of electors rights being 5 June to 14 July 2023.**

The Clerk brought a laminated copy of the Notice for the notice board.

**Proposed by Councillor Tucker**

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

**18.3.6 To approve the appointment of Thomas Westcott Chartered Accountants as the Parish Council's Internal Auditor for 2022/23.**

The Clerk has obtained a quotation for this work, which is £250 + VAT

A letter of appointment was provided and the Chairman's ID is required to comply with money laundering rules.

**Councillors Garnett and Huxtable declared a Personal Interest in this item.**

**Proposed by Councillor Mrs Foster**

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

**19. Matters Arising from the Minutes of 11 April 2023**

**19.1 Clerk's Actions:**

- ❖ **Asset Register.** Councillor West has forwarded the wording on the Hugglepit Memorial and the Clerk has updated the details on the Register

- ❖ **Potholes have been reported but not repaired.**

Councillor West advised that two lights had still not been repaired and a Highways officer is trying to chase this up, having been involved at the outset when the lights first developed a fault during Storm Eunice in January 2022.

There is a derestriction sign on one post before the Hugglepit Memorial but not on both sides of the road.

**Action: The Clerk to check with DCC Highways as to whether this is legal.**

- ❖ **Defibrillator on The Street.** Arrangements were being made for a picture to be supplied of the proposed location to supply to Clovelly Estates.

**Action: Councillor Phelps to forward the details to the Clerk and liaise with the Landlord of The New Inn.**

The Clerk advised the leasing arrangements of a defibrillator from South West Ambulance Trust. The Lease would be for 4 years with an upfront payment of £1,800.00. This would include replacement of pads and batteries over the four years, replacement of defibrillator if stolen or unrepairable and annual training.

No decision was taken and the matter was deferred until it was known about financial assistance from Clovelly Estate and other organisations.

**Councillors Actions:**

- ❖ **Trees planted to celebrate the Coronation of King Charles III by Councillor Tucker.**  
This had been done.  
**Action: A diary note to be made for May 2024 when a plaque would be organised after the trees had grown.**
- ❖ **Concrete pad for commemorative bench – Councillor West was waiting to see Mr Dart to discuss this further.**  
**Waiting to see him.**

**20. Planning.** There were no planning applications to consider.

**21. Planning Correspondence.** There was no planning correspondence to consider.

**22. Correspondence**

**22.1 Torridge District Council.** Email, circulated to Councillors, relating to the publication of a five year land supply statement for North Devon and Torridge.  
District Councillor Mrs A Dart also forwarded the details.

Councillor Dart advised that the 5 year housing land supply was argued at a Tribunal when the Local Plan was adopted. There has been no verified Plan and a lot of planning during that time, and it has taken many years to prove the land supply.

TDC has been informed that there will be another Appeal coming forward against the 5 year plan in July and if proven again, it will be back to square one. It is a complex calculation and it is not possible to include all the sites that come forward.

Councillor Mrs Foster asked if there is any control over the type of housing that planning officers approve, the reason being that the Appledore crew of the RNLI lifeboat is having trouble recruiting. Approval for affordable housing is required for people who live in the area.

**Action: Councillor Dart will ask the question of TDC.**

Councillor Garnett spoke about the decision which has been taken out of TDC's control by the government as TDC have a built in policy structure meaning that if a developer builds 6 houses, 30% affordable contribution has to be paid by the developer, who then says the scheme is not viable. Trying to get this on every planning application is difficult and he considered there should be a 'pot' for the local community to facilitate this type of building.

There was a discussion about infrastructure and available houses for people to buy.

Councillor Dart spoke about a case at Sutcombe.

S106 contributions is for education, transport and open space.

The next challenge is getting a provider to build affordable homes.

**23. Highways.** Snow Warden Training. Deferred to when Councillor Slee is present.

**24. Matters Raised by Councillors / Clerk**

**24.1 Clerk's Leave:**

27/5/23 – 4/6/23 inclusive

19/8/23 – 28/8/23 inclusive

14/10/23 – 30/10/23 inclusive

24/11/23 – 27/11/23 inclusive

21 & 22 December and then in line with the closure of DCC & TDC Offices until 2/1/24

**24.2 Clerk's Training:**

Social Media – 13/4/23;

Clerking in Action – 18/4/23;

VAT Procedures and Common Pitfalls – 10/5/23.

Written Reports had been circulated to Councillors.

**25. Any matters raised under Public Participation for further consideration**

**26. Urgent items raised at the discretion of the Chairman.**

**26.1 Councillor Perham asked if there was an update on affordable housing.**

Councillor West replied that there was nothing to report as he was still waiting to hear about funding.

**26.2 Village Planters.** The gardener at Clovelly Court garden had agreed to plant up three near Clovelly Court and will sell the Parish Council some plants for the other containers.

**Proposed by Councillor West that he purchases sufficient plants for 6 planters.**

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

**26.3 Former Councillor John Davey.** A letter of thanks to be sent and also a gift from contributions given by Councillors.

**27. Date of next meeting:** Tuesday, 13 June 2023 in Clovelly War Memorial Parish Hall at 7.30pm. Councillor West gave his apologies in advance.

The meeting ended at 8.59pm.

**Summary of Decisions:**

- **Election of Councillor West as Chairman**
- **Election of Councillor Garnett as Vice Chairman**
- **Agreement that Parish Council communications are sent by email**
- **Scheme of Delegation cancelled**
- **Declaration of Acceptance of Office forms not completed by absent Councillors to be extended to 13 June 2023**
- **Compliance documents**
- **Minutes of the Parish Council Meeting held on 11 April 2023**
- **Payments, including annual grants and reimbursement to Councillor West for expenses incurred in connection with the Coronation celebrations**
- **Accounts for the year ended 31 March 2023**
- **Certificate of Exemption on the Annual Governance and Accountability Return**
- **Section 1 – Governance Statement on the Annual Governance and Accountability Return**
- **Section 2 – Accounting Statement on the Annual Governance and Accountability Return**
- **2023 Statement of Internal Control**
- **Dates for the exercise of elector's right**
- **Thomas Westcott Chartered Accountants carry out the 2022/23 internal audit**
- **Councillor West to purchase plants for the village planters from Clovelly Court Gardens**

---

**Chairman**

---

**Date**