

EAST WORLINGTON PARISH COUNCIL

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Minutes of the Council meeting held on Thursday 26th January 2023, 7.30pm at East Worlington Parish Hall.

Cllrs Present: Becky Smyth (Chair), Nigel Pankhurst, Alice Rhodes, Ros Bolt & Diana Sturla.

Also in Attendance: Alice Turner (Parish Clerk) and 3 members of the public were in attendance.

BUSINESS TRANSACTED.

Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

A member of the public asked for clarification on the position of the land transfer, the Chair responded that she would be providing more detail during the agenda item and hoped that their query would be answered at that time.

1.1.23: Welcome.

The Chair opened the meeting & reminded everyone that the Clerk was taking an audio recording to aid with taking the minutes, the recording will be deleted once minutes are drafted.

2.1.23 Co-option Vacancies (Chair)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting. No candidates at this time

3.1.23 Apologies for absence: N/A.

4.1.23: Minutes of the Last Meeting. [Draft Minutes available on the website.](#)

Cllrs to consider the approval of the Minutes of the meeting held on the 13th of October 2022 & the 1st of December 2022.

Cllr Smyth proposed that the Minutes of the meeting held on 13th October 2022 and the Minutes of the meeting on the 1st of December be signed as a true and accurate record, seconded Cllr Rhodes. All in Favour – Motion Carried. (RR2022/049)

5.1.23: Declarations of Interest: No interests were declared at this time.

6.1.23: Report to and from Devon County & N.D District Cllr J. Yabsley ([Deferred to after 8.1.23 to allow Cllr Yabsley to arrive](#))

7.1.23: Reports to and from the Road Warden for the Parish relating to highways.

Road warden asked if anyone know of any salt bins which need topping up as she is working on getting these refilled as needed.

8.1.23: Planning – (Chair)

- a) **Appeal: APP/X1118/W/22/3309656 - Proposal: Erection of one temporary worker's dwelling in connection with a horticultural business at Land at NGR 276525 112009, Rusdon Orchard, East Worlington EX17 4TQ. NDDC Application ref. 73629.**

Appellant's Name: Mr and Mrs Sexon

The appeal will be determined on the basis of a Hearing. The procedure to be followed is set out in The Town and Country Planning (Hearings Procedure) (England) Rules 2000, as amended.

Please be aware that the Hearing will be conducted by a Planning Inspector, D McCreery.

The Hearing will take place as an in person, face to face event at Room G1, Node Cowork, 1 Enterprise Road, Roundswell, Barnstaple EX31 3YB (for directions visit

[Contact Us | Node \(\[nodecowork.co.uk\]\(http://nodecowork.co.uk\)\)](#) commencing at **10:00 a.m. on Wednesday 8th**

March 2023. There is car parking at the Venue and a member of the Planning Team will

be on hand to assist you.

It is recognised that the Venue is some distance from the appeal site and so there is the opportunity to attend the Hearing virtually, via Microsoft Teams, should you wish to do so. To facilitate virtual access to the Hearing, please email

planningappeals@northdevon.gov.uk with your name, email address and a contact telephone number, so that the necessary invitation can be sent to you. Please provide these details by **Friday 3rd March 2023**. All queries relating to the venue (access for those with disabilities, vehicle parking, seating arrangements etc.) should be directed to North Devon Council, either by email to planningappeals@northdevon.gov.uk or by telephone on 01271 388296.

Anyone wishing to speak at the Hearing (either by attending in person or virtually) should make themselves known to the Inspector on the day. The Planning Inspectorate will not respond to requests to speak at the event in advance of the Hearing.

The appeal documents are available to view on the North Devon Council website at <https://planning.northdevon.gov.uk/Search/Advanced> The link should take you to the search page of the website. Where prompted please enter the reference **73629** in the Application Number box and, at the next screen, click on the Appeals button. Do not forget to tick the Copyright box. The appeal documents should be listed in the table at the end of this page. You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>. When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>.

Cllrs discussed this and asked the Clerk to find out if the appeal was still going ahead and to arrange a site visit once Cllrs had emailed available.

6.1.23: Report to and from Devon County & N.D District Cllr J. Yabsley (Max. 10 mins)

*This is for reports between Cllrs rather than discussion points.

Cllr Yabsley reported that NDDC had secured land for surgery expansion as part of the Witheridge 155 dwellings application, the Land will include parking all of which will be transferred to the surgery under the S.106 agreement.

Cllr Yabsley is going to be pushing for snow wardens to apply for salt. Cllr Sturla reported that she was working on getting grit bins refilled but can't get bags of salt as she is not a snow warden. Cllrs asked to look into if we historically have a Snow Warden and who this may be. Rural Hub has been turned down by committee but is expected to go to appeal.

9.1.23: Current & New Business.

a) Coronation of HM the King on the 6th of May 2023 – to receive feedback from the Parish Hall committee and discuss next steps. (Cllrs Rhodes & Pankhurst)

Cllrs Rhodes and Pankhurst reported that the Parish Hall meeting is not until the 15th of February, but they believed that the plan was currently only for a toast following the Coronation. Following discussion [Cllr Smyth propose that she draft a letter inviting input from organisations regarding the celebration of the Coronation and that the Clerk circulated to various organisations, seconded Cllr Rhodes. All in Favour – Motion Carried. \(RR2022/050\) ACTION Cllr Smyth & Clerk.](#)

b) Discussion on arrangements for the Annual Parish meeting (Chair)

The Cllr Smyth reported that date for the Annual Parish Meeting is the 25th of May, and asked Cllrs Sturla & Rhodes to include this in the Annual Parish Magazine, which they agreed to do.

Cllrs asked the Clerk for clarification on the difference between the Annual Parish Meeting and the Annual Parish Council meeting, which she provided.

Cllrs discussed advertising the meeting via Worley Wide Web, Council website, Church magazine, posters etc

- c) **Update on Hall Committees plan for a car charging point and bike rack at the hall, organized by Parish Hall committee and funded probably by Batsworthy. (Cllrs Rhodes & Pankhurst) – Deferred.**

d) **Parish Hall Lease (Cllr Smyth)**

To discuss arrangements for a formal meeting between the Parish Council and the Parish Hall Committee to discuss the current lease and any future responsibilities arising from the Land Transfer.

The Chair reported on situation, and how the council had arrived at the current position.

[Cllr Smyth proposed that a meeting be arrange with the Parish Hall Committee to discuss the current lease and any future responsibilities arising from the Land Transfer, date tbc, seconded Cllr Pankhurst. All in Favour – Motion Carried. \(RR2022/051\)](#)

ACTION: CLERK and Cllrs to provide dates.

e) **Devon Resilience Innovation Programme (DRIP) (Chair/Clerk)**

The Devon Resilience Innovation Programme (DRIP) project which covers the Chulmleigh, East Worlington, Witheridge and Rackenford area is now up and running and would very much like to engage with the East Worlington Parish Council.

“This project is set up to work in two phases, phase one is working with landowners to install water channel depth sensors, moisture sensors and rain gauges within the watercourse to contribute towards a flood warning application for the Upper and Lower Little Dart, Huntacott Water and the Sturcombe river catchments. We are also looking to install two water quality sensors, one upstream and one downstream of the sewage treatment works in Chulmleigh. Phase two, is subsequently working with farmers and landowners to support implementation of natural flood management (NFM)-type measures, which could be tree planting, culm grassland creation, attenuation pond creation, leaky log dams, and other methods to help to slow both in channel and surface water flows. Previous work has showed that such interventions also benefit local biodiversity and water quality. We have a direct project funding pot to support this, accessible next financial year from DCC/DRIP, and access to other funding streams for landowners via our project partners. We are working with Devon Wildlife Trust, Westcountry River Trust, Catchment Sensitive Farming, the Taw Valley Facilitation Group, Pledge for Nature and Devon Woods too, to provide coordination for advice and funding support. We would very much like to get East Worlington Parish Council involved where possible, and other local groups, and of course answer any questions or queries you may have on Natural Flood Management. Please find attached our DRIP project leaflet for more information. We plan on running a community event in mid-February, however this is yet to be finalised.” [DRIP Information Leaflet](#), [Little Dart Catchment Area Map](#) and [DRIP x East Worlington Map](#) can be found by clicking on the embedded links or on the Meeting document page of the Council website.

Cllrs discussed and instructed the Clerk to contact Drip to ask them if they want us to disseminate information and contact details ie WWW email newsletter posters etc

f) **To discuss renewal of 4-year defib agreement with SWAST (Chair)**

The agreement with SWAST is due for renewal on 30th July 2024. At the moment, the package price has stayed the same, £1800.00 +VAT. Memorandum of Understanding circulated to Cllrs for Information.

Cllr Pankhurst reported that he is carrying out the monthly checks and completing the reports on “the circuit”. Cllrs agreed to review the renewal when discussing the budget arrangements in November.

g) **To consider renaming of Land Transfer Earmarked Reserve (EMR) to Legal Cost EMR (Cllr Smyth)**

The Chair asked for the EMR to be renamed, explaining the reasoning. Following a brief discussion [Cllr Smyth proposed that the Land Transfer Earmarked Reserve \(EMR\)](#)

be renamed to “Legal Costs EMR”, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/052)

10.1.23: Finance (Clerk) - Documents available at the meeting.

a) To approve financial schedule as presented at the meeting.

Cllrs reviewed [the financial schedule as found in Appendix A](#), and Cllr Smyth proposed that the financial schedule as presented be approved, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/053)

b) To receive and discuss the final draft 2023-2024 Budget.

Cllrs to review the final draft Budget for 2023-2024.

Cllrs discussed the draft budget as presented to the Council and Cllr Smyth proposed that she draft a letter from the Parish Council to the Parish Hall Committee asking for the Council to be given a £0 hire rate for the Clerk to send. Also that the Council approve a budget for the 2023-2024 financial year of £5475, and authorised the Clerk to submit a precept request to NDDC for the 2023-24 financial year of £4975 with £500 to be moved from the War Memorial Earmarked reserve to a Budget Reserve for use during the 2023-23 year, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/054) **ACTION:**

Cllr Smyth & Clerk

11.1.23 Reports & items for future agendas:

a) Clerk: Notice of Annual Leave: 04/02/23 to 12/02/23 & 27/02/23 to 05/03/23 inclusive – Noted.

b) Chair: Land Transfer – Update (if any)

The Chair gave an overview of the situation and reported that we are still waiting for the registration with HM Land registry to be completed.

c) Cllr Pankhurst: Defibrillator – Guardians verbal report.

Cllr Pankhurst is carrying out the monthly checks & completing “the circuit” reports.

d) Clerk: [Notification of Road Closure – Road from Leecross Gate to Boundys Cross, East Worlington. Monday 3rd April to Wednesday 5th April \(inclusive\)](#) – Full traffic order including map showing diversion can be view using the embedded link or on the Notice board. – Noted.

12.1.23: Confirmation of the next Council meeting:

Thursday 23rd March 2023 at 7.30pm in the Parish Hall.

Please note that any changes to meeting dates/times will be posted on the Website.

13.1.23: Confidential items (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2).

a) Resolution required to move the Council into Part II.

Cllr Smyth proposed that the Council move to Part II due to the confidential nature of the items under discussion, seconded Cllr Rhodes. All in Favour – Motion Carried. (RR2022/055) The Clerk reported that the audio recording had been stopped.

b) To discuss appointment of Internal Auditor for Internal Audit 2023 (Clerk/Chair) *Contains commercially sensitive data.*

c) War Memorial Repair (Cllr Sturla) *Contains commercially sensitive data.*

Cllrs to receive quotes and decide on necessary repairs/maintenance.

d) The Parish Council Magazine (Clerk) *Contains commercially sensitive data.*

To include the following discussion points:

- Approval of Parish Council report in line with Council Policy.
- Approve publication and wording of recommended disclaimer.
- Approve Quotes and agree on Funding source(s) and timetable.
- Discuss method of distribution.

e) Parking at East Worlington House (Cllr Smyth) *Contains financially sensitive data.*

To discuss the Parish Councils land to the rear of the hall

f) The Chair returned the meeting to public session to hear resolutions.

ITEM B): Cllr Smyth proposed that the Council appoint Lee Accounting as the internal

auditor for the 2022-23 financial year end at a cost of £90+VAT, seconded Cllr Rhodes. All in Favour – Motion Carried. (RR2022/056)

ITEM C) Awaiting additional quotes – no resolution made.

ITEM D) Cllr Pankhurst proposed that the Council approve PC report with amendments as discussed, to approve publication of the magazine including the approved disclaimer on the back page, with printing as per the quote received from Hedgerow Print to be funded from the grant from the ND Cllrs community grant, which is applied for and approved, with authorization to go to print as soon as the grant funding is received, seconded Cllr Rhodes. All in Favour – Motion Carried. (RR2022/057)

ITEM E) Cllr Rhodes proposed that the Council email the owners of East Worlington House to open discussions regarding the land at rear of hall, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2022/058)

There being no further business to discuss the Chair closed the meeting at 10.34 pm.

Appendix A: Financial Schedule.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/022	£18.00	Unity Trust Bank	Banking Fee (04/09/22 - 04/12/2022)	LGA 1972 S.111	Staff Costs/Office Exp
PM23/023	£155.75	Alice Turner	Salary (December 2022)	LGA 1972 S.112	Staff Costs/Salary
PM23/024	£291.71	Alice Turner	Expenses (Nov, Dec 2022 & Jan 2023)	LGA 1972 S.111 & S.112	Staff Costs/Salary & Staff Costs/Office Exp & Admin/Training
PM23/025	£155.55	Alice Turner	Salary (January 2023) For Payment 07/02/2023	LGA 1972 S.112	Staff Costs/Salary
TOTAL	£621.01				

Monies held as Reserves after Payments: (EMR = Earmarked Reserve)

Amount	Details
£162.86	Land Transfer (EMR)
£394.00	General Reserve
£550.00	Defibrillator (EMR)
£3,000.00	War Memorial Fund (EMR)
£1,000.00	Precept Contingency (EMR)
£0.00	IT (EMR)
£5,106.86	TOTAL

Bank Situation:

Bank Total 05/01/2023	£6,344.20
Less Payments Pending	£822.76
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£5,106.86
Available Balance	£414.58

Appendix B: Final Draft Budget 2023-2024 as approved.

Income:

INCOME	2022/23 Budget	Income to 01.01.23	Difference	Predicted at YE	Draft 2023-2024 Budget	Comments
Precept	£4,725.00	£4,725.00	£0.00	£4,725.00	£4,975.00	
Other / Grants / Reserves	£1.00	£0.00	-£1.00	£1.00	£500.00	Suggest move £500 from War Memorial Fund (EMR) to offset precept requirement.
TOTAL	£4,726.00	£4,725.00	-£1.00	£4,726.00	£5,475.00	

Expenditure: (YE = Year End)

	2022/23 Budget	Spend to 01.01.23	Difference	Predicted spend at YE	Difference against Budget	Notes 2022-2023	Draft 2023-2024 Budget	Notes 2023-2024
STAFF COSTS	£2,042.00	£2,030.87	£11.13	£2,693.42	-£651.42		£2,235.00	
Salary	£1,535.00	£1,685.10	-£150.10	£2,226.40	-£691.40		£1,900.00	
Office expenses	£507.00	£345.77	£161.23	£467.02	£39.98		£335.00	
ADMIN.	£812.43	£511.49	£300.94	£806.93	£5.50		£555.00	
Insurance	£383.99	£383.99	£0.00	£383.99	£0.00	Paid Oct 2022	£430.00	
IT costs	£178.44	£0.00	£178.44	£178.44	£0.00	TO EMR at YE	£50.00	Use Budget & EMR (=£228)
Hall Hire	£150.00	£110.50	£39.50	£144.50	£5.50		£0.00	use reserves if required
Training	£100.00	£17.00	£83.00	£100.00	£0.00	£83 surplus to EMR	£75.00	Use budget & EMR (=£158)
RUNNING COSTS	£689.56	£654.56	£35.00	£654.56	£35.00		£250.00	
Grass Cutting	£375.00	£340.00	£35.00	£340.00	£35.00		£250.00	

Festivals	£314.56	£314.56	£0.00	£314.56	£0.00		£0.00	use reserves if required
PROF. FEES	£182.01	£140.00	£42.01	£175.00	£7.01		£235.00	
Audit	£97.01	£90.00	£7.01	£90.00	£7.01		£125.00	
Subscriptions	£85.00	£50.00	£35.00	£85.00	£0.00	£35 ICO due before YE	£110.00	
ASSETS	£400.00	£366.00	£34.00	£366.00	£34.00		£1,400.00	
Maint. & Repairs	£250.00	£216.00	£34.00	£216.00	£34.00		£150.00	£108 pumphouse/WM upkeep. £42 repairs.
Defibrillator	£150.00	£150.00	£0.00	£150.00	£0.00	£150 moved to EMR	£1,250.00	Budget & EMR (£550) (=£1800 for 4-year agreement due July 2024)
GRANTS	£500.00	£0.00	£500.00	£0.00	£500.00		£0.00	
Contingency	£100.00	£0.00	£100.00	£0.00	£100.00		£100.00	
Legal Costs	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	
Precept Contingency	£0.00	£0.00	£0.00	£0.00	£0.00		£200.00	
General Reserve	£0.00	£0.00	£0.00	£0.00	£0.00		£500.00	
TOTAL	£4,726.00	£3,702.92	£1,023.08	£4,695.91	£30.09	Vire any surplus to General Reserve	£5,475.00	

Signed: Clr B. Smyth Date: 23rd March 2023

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Meeting date: 26-01-2023

Initialled as a correct record: B.S