

EAST WORLINGTON PARISH COUNCIL

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Minutes of the Council meeting held on Thursday 23rd March 2023, 7.30pm at East Worlington Parish Hall.

Cllrs Present: Becky Smyth (Chair), Nigel Pankhurst, Alice Rhodes, Ros Bolt & Diana Sturla. As well as Simon Good & Andrew Bell (Co-opted 2.3.23)

Also in Attendance: Alice Turner (Parish Clerk) and 5 members of the public were in attendance.

BUSINESS TRANSACTED.

1.3.23: Welcome.

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

2.3.23 Co-option Vacancies (Chair/ Clerk)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting. Mr Simon Good & Mr Andrew Bell were confirmed as eligible to stand for Co-option and addressed the Council.

Cllr Smyth proposed that the Council co-opt Mr Simon Good, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2022/059)

Cllr Pankhurst proposed that the Council co-opt Mr Andrew Bell, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2022/060)

Declarations of Acceptance of office were signed.

3.3.23 Apologies for absence – No apologies.

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

Cllrs to consider the approval of the Minutes of the meeting held on the 26th of January 2023.

Cllr Smyth proposed that the Minutes of the meeting held on 26th of January 2023 be signed as a true and accurate record, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/061)

5.3.23: Declarations of Interest.

None as Planning Prior approval was granted before the meeting.

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

The Chair of the Parish Hall Committee summarised the letter he had previously circulated to Cllrs.

A member of the public asked for the Minutes to be loaded sooner – The Clerk apologised as she had recently been unwell.

7.3.23: Report to & from Devon County & N.D District Cllr J. Yabsley (Max. 10 minutes)

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

Cllr Yabsley not present and no report received.

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

Points reported include:

- Road between Drayford & Grove house has been marked up, which would suggest works are pending.
- Request for Snow Warden to be added to May Agenda.

9.3.23: Planning – (Chair)

- a) **New Application: [76790 Prior notification for erection of an agricultural barn together with hardstanding at Adworthy Farm, East Worlington, EX17 4SY](#) –**

Applicant Mr. A. Bell – Approve prior to meeting so not discussed.

- b) **Councillors to consider submitting a Listed Building Consent application in relation to works on the War Memorial.**

The Clerk informed the Council that Listed Building Consent would be required before

works were carried out.

Cllr Smyth proposed that the Council authorise the Clerk to complete a Listed Building Consent application in relation to works on the War Memorial and submit to NDDC on the Councils behalf, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/062)

10.3.23 Council Documents & Policies: available on the Website.

Cllrs to consider for approval the following policy, EWPC 010 Council Risk Management V1
Cllr Smyth proposed that the Council approve and ratify with immediate effect EWPC 010 Council Risk Management V1, seconded Cllr Rhodes. 6 in Favour, 1 Abstention – Motion Carried. (RR2022/063)

11.3.23: Current & New Business.

a) To discuss the Celebration of the Coronation of King Charles III. (Chair/Clerk)

An email has been sent to various groups and organisations within the Parish, to discuss any responses received and to discuss the Parish Council's possible involvement – no responses received.

It was reported that the Parish Hall committee were holding a toast to the King at 6pm on the Saturday evening.

Ideas raised included: Bring & Share (food & drink) street party and a Bonfire

The Chair sounded out the feelings from Cllrs for the ideas presented.

There was no overwhelming positive support for the ideas or for the presentation of commemorative memorabilia.

b) Approval for Cllrs attendance at Community Resilience Forum (Chair)

The event for Torridge & North Devon is on Tuesday 28th March (5.30 – 7.30pm) at Weare Giffard Village Hall, EX39 5LA and spaces can be booked at the following link: <https://www.eventbrite.co.uk/e/north-devon-community-emergency-planning-and-flood-warden-training-tickets-477262694567>.

There is also an event on Wednesday 17th May (9.30am – 4.30pm) at Bridestowe Village Hall, EX20 4EW and spaces can be booked at the following link:

<https://www.eventbrite.co.uk/e/devon-community-resilience-forum-day-event-wednesday-17th-may-bridestowe-tickets-558803906527>

Additions information can be found in the [Devon Communities Together – Resilience Forum March Newsletter](#). Or on their website: [Devon Communities Together – Community Resilience Resources – Link to site](#).

Noted by Cllrs – interest was expressed.

c) Hedgehog Highway Project (Chair/Clerk)

Please read about the project here: <https://hedgehogsrus.co.uk/hedgehog-highway-project>. The letter and the following video should also tell you all that you need to know: <https://fb.watch/iWIKaErY73/>

Noted by Cllrs.

d) Norton Anti-Virus renewal – Norton 360 Deluxe (£29.99) 1yr licence for up to 5 devices to be shared with 3 other Councils Cost to EWPC £7.50 inc. VAT (Clerk)

Cllr Bell proposed that the Council approve the purchase of Norton 360 Deluxe (£29.99) 1yr licence for up to 5 devices to be shared with 3 other Councils Cost to EWPC £7.50 inc. VAT, seconded Cllr Rhodes. All in Favour – Motion Carried. (RR2022/064)

e) Discussion on purchase of new Filing Cabinet for Council documents (Clerk).

The Chair reported that she has had an offer of a filing cabinet, she will keep the Clerk informed.

f) Approval of date for Defibrillator Training: Options are 16th September (pm), 14th October (am/pm) or 4th November (am/pm) (Clerk)

Cllrs discussed the options and Cllr Smyth proposed that the Council book the training for the 16th September 2023, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2022/065)

12.3.23: Finance (Clerk) Documents available at the meeting.

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

The Clerk presented [the financial schedule as found in Appendix A](#).

Cllr Smyth proposed that the Council approve the financial schedule as presented, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2022/066)

13.3.23 Cllr/Clerks Reports & items for future agendas:

Councillors are reminded that this is not an opportunity for debate or decision making.

a) Clerk: The Clerk informed the Council that she had taken employment as the Clerk to Parkham Parish Council.

b) Elections Information and reminder of Key Dates and requirements. [A letter from NDCC regarding the commencement of Purdah can be read here](#) (Clerk)

14.3.23: Confirmation of the next Council meeting:

Thursday 18th May 2023 at 7.30pm in the Parish Hall – Annual Council Meeting.

The Annual Parish Meeting will be held on Thursday 25th May 2023 at the Parish Hall.

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

15.3.23: 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 to be discussed, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/067)

The Clerk reported that she had stopped the audio recording.

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

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

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

To discuss the Parish Councils land to the rear of the hall and upcoming meetings in relation

d) Correspondence (Clerk) *Contains information covered by GDPR.*

e) The Clerks Annual appraisal. (Chair) *Contains information covered by Employment Law.*

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

Item b: Cllr Smyth proposed that the Council accept the quote from Richard Grant for £1677.84 & authorise the Clerk to facilitate works once the Listed Building Consent has been received, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2022/068)

Item c: Cllr Good proposed that the write to the owners of East Worlington House proposing the sale of the land to the rear of the Hall to them for £1 and associated costs, seconded Cllr Bell. All in Favour – Motion Carried. (RR2022/069)

Item d: Cllr Smyth proposed that the Council discuss the correspondence again after the election, seconded Cllr Good. All in Favour – Motion Carried. (RR2022/070)

Item e: Cllr Smyth proposed that the Council carry out the next appraisal for the Clerk in September so that any changes can be taken into consideration when setting the budget and that appraisals are carried out annually thereafter, the employment committee to circulate objectives for future appraisals, seconded Cllr Good. All in Favour – Motion Carried. (RR2022/071)

There being no further business to discuss the Chair closed the meeting at 9.55 pm.

Appendix A: Financial Schedule as presented.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
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PM23/026	£155.55	Alice Turner	Salary (February 2023)	LGA 1972 S.112	Staff Costs/Salary
PM23/027	£316.00	Alice Turner	Expenses (Feb & March 2023)	LGA 1972 S.111 & S.112	Staff Costs/Salary & Staff Costs/Office Exp & General Reserve
PM23/028	£72.00	Colin Jones	Domain Name 10yr renewal (10.03.2023-09.03.2033)	LGA 1972 S.111	Admin/IT
PM23/029 (Direct Debit)	£35.00	I.C.O	Annual Membership (27/01/2023)	LGA 1972 S.111	Prof. Fees/Subs
PM23/030 (Direct Debit)	£18.00	Unity Trust Bank	Banking Fee (05/12/22 - 04/03/2023)	LGA 1972 S.111	Staff Costs/Office Exp
TOTAL	£596.55				

Receipts for Information:

Payment ref	Payment method	Details	Amount
PR23/003	Bacs	DCC Cllrs Locality Fund	£1,000.00
PR23/004	Bacs	NDDC Cllr Community Grant	£233.00
TOTAL			£1,233.00

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

Amount	Details
£162.86	Legal Costs (formerly 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 20/03/2023	£6,719.44
Less Payments Pending	£561.55
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£5,106.86
Available Balance	£1,051.03

Signed: *Cllr A. Bell*

Date: 18th May 2023