

East Worlington Parish Council

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Minutes of the Annual Council meeting held on Thursday 18th May 2023, 7.30pm at East Worlington Parish Hall.

Cllrs Present: Andrew Bell (Chair), Diana Sturla (Vice-Chair), Nigel Pankhurst & Simon Good.

Also in Attendance: Alice Turner (Parish Clerk) Jeremy Yabsley (County Cllr) Peter Jones (District Cllr) and 2 members of the public were in attendance.

BUSINESS TRANSACTED.

1.5.23: Election of Chair - To include signing of acceptance of office form.

Cllr Sturla as outgoing Vice-Chair opened the meeting and called for nominations for Chair.

[Cllr Bell proposed himself for the position of Chair, seconded Cllr Pankhurst](#), no other nominations were received. [All in Favour – Motion Carried \(RR2023/001\).](#)

Cllr Bell signed the declaration of acceptance of office of Chair.

2.5.23 Election of Vice-Chair - To include signing of acceptance of office form.

Cllr Bell called for nominations for the office of Vice-Chair.

[Cllr Bell proposed that Cllr Sturla be elected as Vice Chair, seconded Cllr Good](#), Cllr Sturla accepted the nomination, no other nominations were received. [All in Favour – Motion Carried \(RR2023/002\)](#)

Cllr Sturla signed the declaration of acceptance of office of Vice-Chair.

3.5.23: Declarations of Interest & Confirmation of Acceptance of Office Forms.

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated.

The Clerk reminded Cllrs that their Register of Interests forms must be completed and submitted to TDC 28 days of the election.

The Clerk confirmed that all Cllrs present had completed their Declarations of Acceptance of Office prior to the meeting, arrangements had been made for Cllrs Smyth and Bolt to sign there declarations of office by the end of the Month.

4.5.23 Co-option Vacancies (anyone wishing to stand should contact the Clerk) (Chair)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting.

One expression of interest has been received with co-option deferred to the next meeting so that the applicant can hopefully be present.

5.5.23 Apologies for absence:

Apologies were received from Cllr Bolt (prior commitment).

[Cllr Sturla proposed that apologies from Cllr Bolt \(prior commitment\) be approved, seconded Cllr Good. All in Favour – Motion Carried \(RR2023/002\)](#)

6.5.23: Minutes of the Last Meeting. Draft Minutes available on the website.

Cllrs to consider the approval of Minutes of the meeting held on Thursday 23rd March 2023.

[Cllr Bell proposed that the Minutes of the meeting held on 23rd of March 2023 be signed as a true and accurate record, seconded Cllr Pankhurst. All in Favour – Motion Carried. \(RR2023/003\)](#)

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

A member of the public expressed their thanks to County Cllr Yabsley and Cllr Sturla for all their work on the local roads.

County Cllr Yabsley reported that there is a new Chief executive Ms. Donna Manson, she is from the highlands with a wide range of experience.

8.5.23 Year End Financial documents. (Clerk/Chair)

- a) **To approve Certificate of Exemption from External Audit for the 2022-2023 year.**
Cllr Bell proposed that the Council approve the Certificate of Exemption from External Audit for the 2022– 2023 year, seconded Cllr Sturla. All in Favour – Motion Carried (RR2023/004)
- b) **To receive Internal Auditors Report for financial year 2022-23.**
The Internal Auditors report was noted by Cllrs.
- c) **To complete and approve Annual Governance Statement 2022-23.**
The Chair read out the assertions and Cllrs responded to each point. Cllr Sturla proposed that the Council approve the Annual Governance Statement 2022-23 as completed, seconded Cllr Pankhurst. All in Favour – Motion Carried (RR2023/005)
- d) **Cllrs to approve the Asset Register as of 31st March 2023.**
Cllr Pankhurst proposed that the asset register as of 31st March 2023 be approved, seconded Cllr Bell. All in Favour – Motion Carried (RR2023/006)
- e) **To approve Annual Accounting Statement 2022-23, the Year-End Bank Reconciliation and Explanation of Variances 2022-23.**
Cllrs received Explanation of Variances & year end bank reconciliation along with the Annual Accounting statement.
Cllr Pankhurst proposed that the Council approve the Annual Accounting Statement 2022-23, year-end bank reconciliation & Explanation of Variances, seconded Cllr Bell. All in Favour – Motion Carried (RR2023/007)
- f) **Dates for Exercise of Public rights. (3rd July 2023 to 11th August 2023) for information.**
Cllrs noted the date for the Exercise of Public rights.
- g) **To receive and approve the Year End 2022-23 Budget report & virements at the meeting as found in Appendix A.**
Cllr Good proposed that the Council approve the Year End 2022-23 Budget report and virements, seconded Cllr Pankhurst. All in Favour – Motion Carried (RR2023/008)

9.5.23 Annual Review and approval of:

- a) **Annual Subscription to NALC/DALC £86.19 (£74.99 exc. Vat) - *Power to spend: LGA 1972 s.143 (1)(b).***
The Clerk explained to new Cllrs about DALC (Devon Association of Local Councils) & NALC (National Association of Local Councils) and the role they play in supporting the Council, with training, advice, and resources.
Cllr Sturla proposed that the Annual subscription to DALC & NALC for £86.19 including VAT be approved, seconded Cllr Bell. All in Favour – Motion Carried (RR2023/009) *Power to spend: LGA 1972 s.143 (1)(b) Budget: Prof. Fees/Subs*
- b) **Cllrs membership on Internal & external groups/Committees.**

<u>Position</u>	<u>Currently</u>
Parish Hall Committee representative	Cllr Pankhurst
Worlington Relief in Need Charity	<i>Vacant</i>
Defibrillator Guardian	Cllr Pankhurst
Employment Committee (min 3 Cllrs)	Cllr Smyth, Sturla & Pankhurst

Cllrs agreed to defer the appointment of representatives to the Worlington Relief in Need Charity & the Employment Committee until the next meeting.

Cllr Bell proposed that the Council approve the appointment of Cllr Pankhurst as the representative to the Parish Hall Committee and as the defibrillator guardian, seconded Cllr Pankhurst. All in Favour – Motion Carried (RR2023/010)

10.5.23: Planning (Chair)

- a) **New Application: 77024 Listed Building consent for regularisation of replacement of 4 windows and partial replacement of roof covering together with partial re-rendering of dwelling with lime render at Down Cottage, West Worlington, EX17 4TT – applicant: Mr & Mrs Stephens – Consultation deadline 31/05/2023.**

Cllr Sturla proposed that the Council support application 77024, seconded Cllr Good. All in Favour – Motion Carried (RR2023/011)

11.5.23: Current & New Business.

- a) **Update on Filing Cabinet for Council documents (Cllr Smyth) – deferred.**
b) **Approval of date for Defibrillator Training: Monday 27th November (pm) (Cllr Pankhurst/Clerk)**

Following discussions Cllr Bell proposed that the Council approve the defibrillator training to be held on Monday 17th July at the Parish Hall, seconded Cllr Pankhurst. All in Favour – Motion Carried (RR2023/012) **Action: Cllr Pankhurst to confirm booking with SWAST and the Parish Hall.**

- c) **Consideration of purchase of Highway equipment (Cllr Sturla)**

Cllr Sturla gave an overview of jobs which has been done and works which are still to be carried out. Following discussions Cllr Sturla agreed to get costings for proposed equipment for discussion at the next meeting.

- d) **Consideration of approval for application for £1000 from the County Cllrs Locality Fund for Road Warden verge ploughing (Cllr Sturla)**

Cllr Sturla proposed that the Clerk apply for £1000 from the County Cllrs Locality Fund for Road Warden verge ploughing works, seconded Cllr Good. All in Favour – Motion Carried (RR2023/013) The Clerk agreed to get this submitted as soon as possible, hopefully before she went on leave.

- e) **Cllrs to discuss WWW announcements (Cllr Sturla) Matter resolved, no discussion.**

- f) **Discussion on Snow Warden Scheme (Cllr Sturla)**

Following discussions Cllr Sturla agreed to meet with existing snow warden and report back. Cllr Bell expressed an interest in being at this meeting.

The Clerk and Cllr Sturla agreed to liaise with highways to get salt as part of the snow warden scheme.

12.5.23: To approve financial schedule of payments as presented at the meeting (Clerk).

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

Cllr Good proposed that the Council approve the financial schedule as presented, seconded Cllr Pankhurst. All in Favour – Motion Carried (RR2023/014)

13.5.23 Cllr/Clerks Reports & items for future agendas:

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

- a) **Clerk: Notification of Annual Leave 27th May 2023 to 4th June 2023 inclusive.**
b) **District Cllr Jones reported that there are concerns about firearms certification, he advised that if anyone is having a specific issue then please contact him.**

14.5.23: Confirmation of the next Council meeting:

Thursday 20th July 2023 at 7.30pm in the Parish Hall.

The Annual Parish Meeting will be held on Thursday 25th of May 2023 at 7.30pm in the Parish Hall.

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

There being no further business the Chair closed the meeting at 8.42 pm.

Appendix A: Year-end 2022-23 budget report.**Income:**

INCOME	Revised 2022/23 Budget	Income to 31.03.23	Difference
Precept	£4,725.00	£4,725.00	£0.00
Other / Grants	£1.00	£1,233.00	£1,232.00
TOTAL	£4,726.00	£5,958.00	£1,232.00

Expenditure:

	Approved 2022/23 & virements	Spend to 31.03.23	Difference	Budget Position
STAFF COSTS	£2,042.00	£2,882.43	-£840.43	Over
Salary	£1,535.00	£2,403.64	-£868.64	Over
Office expenses	£507.00	£478.79	£28.21	Under
ADMIN.	£812.43	£589.33	£223.10	Under
Insurance	£383.99	£383.99	£0.00	On
IT costs	£178.44	£72.00	£106.44	Under
Hall Hire	£150.00	£110.50	£39.50	Under
Training	£100.00	£22.84	£77.16	Under
RUNNING COSTS	£689.56	£654.56	£35.00	Under
Grass Cutting	£375.00	£340.00	£35.00	Under
Festivals	£314.56	£314.56	£0.00	On
PROF. FEES	£182.01	£175.00	£7.01	Under
Audit	£97.01	£90.00	£7.01	Under
Subscriptions	£85.00	£85.00	£0.00	On
ASSETS	£400.00	£366.00	£34.00	Under
Maint. & Repairs	£250.00	£216.00	£34.00	Under
Defibrillator	£150.00	£150.00	£0.00	On
GRANTS/DONATIONS	£500.00	£0.00	£500.00	Under
Contingency	£100.00	£0.00	£100.00	Under
TOTAL	£4,726.00	£4,667.32	£58.68	Under

Virements for approval:

Amount	FROM	TO
£500.00	Grants/Donations	Staff Costs/Salary
£100.00	Contingency	Staff Costs/Salary
£106.44	Admin/IT	Staff Costs/Salary
£77.16	Admin/Training	Staff Costs/Salary
£39.80	Admin/Hall Hire	Staff Costs/Salary
£35.00	Running Costs /Grass Cutting	Staff Costs/Salary
£7.01	Prof. Fees/Audit	Staff Costs/Salary
£3.23	Staff Costs /Office Exp.	Staff Costs/Salary
£58.68	Budget Surplus	General Reserve

Appendix B: Financial schedule as presented.**Payments for Authorisation/(Retrospective) approval:**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM24/001	£155.75	Alice Turner	Salary (March 2023)	LGA 1972 S.112	Staff Costs/Salary
PM24/002	£103.70	Alice Turner	Salary (April 2023)	LGA 1972 S.112	Staff Costs/Salary
PM24/003	£103.90	Alice Turner	Salary (May 2023)	LGA 1972 S.112	Staff Costs/Salary
PM24/004	£108.00	Lee Accounting (South West) LTD	Internal Audit	LGA 1972 S.111	Prof. Fees/Audit
PM24/005	£224.55	Alice Turner	Expenses (April & May 2023)	LGA 1972 S.111 & S.112	Staff Costs/Salary & Staff Costs/Office Exp & Admin/IT
PM24/006	£86.19	DALC	Annual Membership	LGA 1972 s.143 (1)(b)	Prof. Fees/Subs
TOTAL	£782.09				

Receipts for Information:

Payment ref	Payment method	Details	Amount
PR22/001	Bacs	1st Half Precept	2,487.50
PR22/002	Bacs	County Cllr Locality Fund	£1,000.00
TOTAL			£3,487.50

- 5 -2023

Meeting date: 18-05-2023

Initialled as a correct record: A.B

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

Amount	Details
£162.86	Legal Costs (formally Land Transfer) (EMR)
£452.68	General Reserve
£550.00	Defibrillator (EMR)
£3,000.00	War Memorial Fund (EMR)
£1,000.00	Precept Contingency (EMR)
£1,000.00	Road Warden (EMR)
£6,165.54	TOTAL

Bank Situation:

Bank Total 18/05/2023	£9,645.39
Less Payments Pending	£782.09
Plus receipts Received (after Bank date)	£0.00
Less Money held as reserves	£6,165.54
Available Balance	£2,697.76

Signed: *Clr A. Bell* Date: 20th July 2023