

# East Worlington Parish Council

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## **Draft: Minutes of the Annual Parish Council meeting held on Thursday 23<sup>rd</sup> May 2024, 7.30pm at East Worlington Parish Hall.**

**Cllrs Present:** Andy Bell (Chair), D. Sturla (Vice-Chair) Nigel Pankhurst, Barnabas Hurst-Bannister, Ros Bolt & Becky Smyth (7.45pm).

**Also:** Alice Turner (Clerk), 7 members of the public were also in attendance.

### **BUSINESS TRANSACTED.**

#### **1.5.24: Election of Chair - To include signing of acceptance of office form.**

Cllr Bell called for nominations for the office of Chair. [Cllr Hurst-Bannister proposed Cllr Bell be elected as Chair, seconded Cllr Sturla](#), Cllr Bell accepted the nomination. [All in favour – Motion Carried \(RR2024/001\)](#). Cllr Bell signed the declaration of acceptance of office of Chair.

#### **2.5.24 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 Cllr Sturla be elected as Vice-Chair, seconded Cllr Bolt](#). Cllr Sturla accepted the nomination. [All in Favour – Motion Carried. \(RR2024/002\)](#). Cllr Sturla signed the declaration of acceptance of office of Vice-Chair.

#### **3.5.24: Declarations of Interest (Chair).**

Cllr Hurst-Bannister declared a pecuniary interest in 17.5.24 d).

#### **4.5.24 Co-option Vacancy (anyone wishing to stand should contact the Clerk) (Chair)**

Cllrs to consider candidates who have [completed the form](#) and been confirmed as eligible to stand prior the Meeting.

Noted – no expression of interest received at this time.

#### **5.5.24 Apologies for absence (Chair): None received.**

Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting.

#### **6.5.24: Minutes of the Last Meeting (Chair).**

Cllrs to consider the approval of Minutes of the Extra-Ordinary meeting held on Thursday 25<sup>th</sup> April 2024.

[Cllr Bell proposed that the Minutes of the Extra-Ordinary meeting held on Thursday 25<sup>th</sup> April 2024 be signed as a true and accurate record, seconded Cllr Pankhurst. All in Favour – Motion Carried. \(RR2024/003\)](#)

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

Summary of items raised as follows:

- The Chair of the Parish Hall asked that communications between the Council and the Hall committee have the Hall Chair, treasurer and secretary CC'd in and that the Council Chair and Clerk are included.
- Suggestion for an additional defibrillator to be installed in the parish – To be added to future agenda for discussion.
- A Member of the Public asked that it be Minuted that the North facing roads are dangerous and that DCC highways need to act.

#### **8.5.24 Year End Financial documents. (Clerk/Chair)**

**a) To approve Certificate of Exemption from External Audit for the 2023-2024 year.**

Cllr Bell proposed that the Council meets the criteria for exemption and should approve the Certificate of exemption for 2023-2024 financial year, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/004)

**b) To receive Internal Auditors Report for financial year 2023-2024.**

Noted by Cllrs.

**c) To complete and approve Annual Governance Statement 2023-2024.**

Cllr Smyth arrived at 7.75pm. Cllr Bell read out the assertions and Cllrs responded, Cllr Bell proposed that the Council approve the Annual Governance Statement 2023-2024 as discussed and completed at the meeting, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2024/005)

**d) Cllrs to approve the Asset Register as of 31st March 2024.**

Cllrs discussed the asset register and Cllr Smyth queried if some of the values stated were actually insurance values rather than cost to council. Cllrs agreed to defer to an Extra-ordinary meeting in June to see if supporting documentation could be found.

**e) To approve Annual Accounting Statement 2023-2024, the Year-End Bank Reconciliation and Explanation of Variances 2023-2024.**

This item was deferred to an Extra-ordinary meeting in June until asset values could be agreed.

**f) Dates for Exercise of Public rights. (17th June to 26th July 2024) for information.**

It is hoped that these dates will stand but it will depend on the date of the Extra-ordinary meeting.

**g) To consider and approve the Year End 2023-2024 Budget report & virements.**

Cllr Bell proposed that the Council approve the Year End 2023-2024 Budget report & virements as presented, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2024/006)

#### **9.5.24 Annual Review and approval of:**

**a) Annual Subscription to NALC/DALC £115.79 (£100.01 net) - Power to spend: LGA 1972 s.143 (1)(b).**

Cllr Bell proposed that the approve the Annual Subscription to NALC/DALC for £115.79 (£100.01 net), seconded Cllr Smyth. All in Favour – Motion Carried. (RR2024/007)

**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                                          | Cllr Sturla                                       |
| Defibrillator Guardian                                                     | Cllr Pankhurst                                    |
| Employment Committee (min 3 Cllrs)<br><i>Including appointment of Lead</i> | Cllr Bolt ( <i>lead</i> ), Hurst-Bannister & Bell |

Cllr Bell proposed that the Cllrs be appointed to the Internal & external groups/Committees as discussed, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/008)

#### **10.5.24: Report to & from Devon County & N.D District Cllrs (Max. 10 minutes)**

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

Cllr Yabsley gave a verbal report on the new Leader at DCC Cllr James McInnes, deputy Leader is Cllr Andrew Davis and Chair is Cllr John Hart.

There is expected to be an extra £6million for Highways maintenance and an extra £10million for highways from the County Budget.

There was no report from District Cllr Jones.

#### **11.5.24: Reports to and from the Parish Road Warden relating to highways (Cllr Sturla).**

A grant application for £1000 has been submitted from the County Cllrs locality fund and is awaiting approval from DCC.

Cllr Sturla reported that the Contractor will be starting work in the next 2 week subject to weather.

Cllr Sturla will be logging blocked drains on the DCC website.

#### **12.5.24: Planning (Chair)**

- a) **New Application: 78633 – Notice of an application to discharge a planning obligation under regulation 3 of the T&CP (modification & discharge of planning obligation) Regulations 1992 in respect of application 33052 at Blagrove Farm East Worlington Crediton Devon EX17 4SU Grid Ref: 277843; 117009.**

Cllrs discussed the application and Cllr Bell proposed that the Council notes the application and raises no objection, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2024/009)

#### **13.5.24: Current & New Business.**

- a) **Asset inspections – Update on Pump house inspection (Chair).**

Cllr Bell reported that the Pump house is in good structural condition although there is some historical evidence of movement. He felt that some cosmetic works could be carried out and was happy to do this.

- b) **Parish magazine – Update (Cllr Sturla)**

Cllr Sturla reported that there was a draft Magazine and following discussion Cllr Sturla proposed that the Council authorise the printing of 150 copies at a cost not exceeding £180, seconded Cllr Bell. All in Favour – Motion Carried. (RR2024/010)

- c) **Community Survey – Update from working group (Cllr Hurst-Bannister)**

Cllr Hurst-Bannister asked the Chair to consider an extra-ordinary meeting on the 13<sup>th</sup> June at 7.30pm to discuss this matter. The Chair agreed to call this meeting.

- d) **Consideration of developing a Neighbourhood Plan (Chair)**

Cllr Bell gave a verbal report to Cllrs on the pro's and con's of a Neighbourhood development plan and suggested that Cllrs read the section for East Worlington in the Local Plan to see if they felt that anything was missing from it which could be incorporated into a neighbourhood plan.

- e) **Worlympics – Discussion on arrangements (Chair/Cllr Hurst-Bannister)**

Cllr Hurst-Bannister gave an overview of previous events and suggested that a working group be formed within the community with a Council liaison.

Cllr Hurst-Bannister proposed that a working group be formed within the community with himself as liaison, to start planning the Worlympics and to report back to the meeting on the 13<sup>th</sup> of June, seconded Cllr Bell. All in Favour – Motion Carried. (RR2024/011)

- f) **Invitation for event at N.D. Record Office on the 18<sup>th</sup> June 2024 (Chair/Clerk)**

Noted by Cllrs

#### **14.5.24: Finance (Clerk).**

- a) **To consider approval of the Financial Schedule as presented.**

The Clerk presented the Financial Schedule as found in Appendix A.

Cllr Bell proposed that financial schedule as presented be approved, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/012)

**b) To consider adding signatories to the Unity Trust Bank Account.**

Cllr Sturla proposed that Cllr Bell be added as a signatory on the Unity Trust Bank Account, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2024/013)

**15.5.24 Reports & items for future agendas:**

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

**a) Clerk: Devon County Cllrs Locality Grant update**

- b) Clerk: Parish Forum – The Clerk reported that this was to be held on the 18<sup>th</sup> of June. Cllrs asked for slides and information from the event to be made available if possible.**

**16.5.24: Confirmation of the next meeting: (Chair) Any changes will be on the Website.**

- The Annual Parish Meeting: Thursday 30<sup>th</sup> of May 2024 at 7.30pm in the Parish Hall.
- Thursday 13<sup>th</sup> June 2024 at 7.30pm in the Parish Hall – Extra-Ordinary Meeting.
- Thursday 25<sup>th</sup> July 2024 at 7.30pm in the Parish Hall.

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

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

Cllr Bell proposed that the Council move to Part II due to the confidential nature of the items under discussion, seconded Cllr Sturla. All in Favour – Motion Carried. (RR2024/014)

The Clerk reported that audio recording had been stopped.

- b) War Memorial works – Updated quote (Cllr Sturla) *Commercially sensitive*.**  
**c) Parish Hall lease renewal – To consider quotes (Cllr Sturla) *Commercially sensitive*.**  
**d) Land transfer – To consider quotes (Cllr Smyth/Cllr Sturla) *Commercially sensitive*.**  
**e) To receive report from H. R Committee following Staff Appraisal (Cllr Bolt) *Sensitive employment information*.**  
**f) The Chair to return the meeting to public session to hear resolutions.**

NOTE: Cllr Hurst-Bannister left the room during discussion on item d) and during the resolution for item d). The Chair changed the order of the Part II items so item e) was discussed before item d) for ease due to Cllr Hurst-Bannisters interest.

**Item d)** Cllr Bell proposed that the Council appoint Gemma Williams from Slee Blackwell at a cost of £575 +VAT to act on the Councils behalf in this matter, seconded Cllr Bolt. 4 in Favour, 1 Abstention – Motion Carried. (RR2024/015)

Cllr Hurst-Bannister returned to the room

**Item e)** Cllr Bell proposed that subject to a adequate solution being found that the Council filing cabinet remain at the Parish Hall, if not this will be revisited by the Council, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/016)

There being no other business, the Chair closed the meeting at 9.30pm.

**Appendix A: Financial Schedule.**

**Pre-Approved Payments Made since for Information:**

| Payment Ref | Amount  | Payee               | Details                                   | Power          | Approval Mins Ref & RR |
|-------------|---------|---------------------|-------------------------------------------|----------------|------------------------|
| PM25/010    | £250.00 | East Worlington PCC | Grass Cutting Grant (Minuted as PM25/005) | LGA 1972 S.137 | 11.4.24 RR2023/085     |

- 4 -2024

Meeting date: 23-05-2024

Initialled as a correct record: \_\_\_\_\_

|              |                |
|--------------|----------------|
| <b>Total</b> | <b>£250.00</b> |
|--------------|----------------|

**Payments for Authorisation/(Retrospective) approval:**

| <b>Payment Ref</b> | <b>Amount</b>  | <b>Payee</b>                        | <b>Details</b>                      | <b>Power</b>           | <b>Funding Source</b>           |
|--------------------|----------------|-------------------------------------|-------------------------------------|------------------------|---------------------------------|
| PM25/005           | £111.90        | Alice Turner                        | Salary (April 2024)                 | LGA 1972 S.112         | Staff Costs/Salary              |
| PM25/006           | £135.60        | Alice Turner                        | Expenses (May 2024)                 | LGA 1972 S.111 & S.112 | Staff Costs/Office Exp & Salary |
| PM25/007           | £115.79        | DALC                                | Annual Subs NALC/DALC               | LGA 1972 s.143 (1)(b)  | Prof. Fees / Subs               |
| PM25/008           | £108.00        | Lee Accounting (South West) Limited | Internal Audit 2023-2024            | LGA 1972 S.111         | Prof. Fees / Audit              |
| PM25/009           | £18.00         | DALC                                | Training for retrospective approval | LGA 1972 S.111         | Admin/Training                  |
| <b>TOTAL</b>       | <b>£489.29</b> |                                     |                                     |                        |                                 |

**Receipts for Information:**

| <b>Payment ref</b> | <b>Method</b> | <b>Details</b>             | <b>Amount</b>    |
|--------------------|---------------|----------------------------|------------------|
| PR25/001           | Bacs          | 1st Half Precept           | £4,556.40        |
| PR25/002           | Bacs          | Annual Lease (Parish Hall) | £0.10            |
| <b>TOTAL</b>       |               |                            | <b>£4,556.40</b> |

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

Note that these reserves are based on the virements recommended in the Year End Budget Report being Approved.

| <b>Amount</b>     | <b>Details</b>            |
|-------------------|---------------------------|
| £162.86           | Legal Costs (EMR)         |
| £1,259.36         | General Reserve           |
| £1,800.00         | Defibrillator (EMR)       |
| £2,500.00         | War Memorial Fund (EMR)   |
| £1,200.00         | Precept Contingency (EMR) |
| £3,000.00         | Road Warden (EMR)         |
| £0.00             | Budget Fund (EMR)         |
| £250.00           | Grass Cutting (EMR)       |
| £212.89           | Staff Costs (EMR)         |
| £150.00           | Assets Fund (EMR)         |
| <b>£10,535.11</b> | <b>TOTAL</b>              |

**Bank Situation:**

|                              |                   |
|------------------------------|-------------------|
| <b>Bank Total 18/05/2024</b> | <b>£13,728.08</b> |
|------------------------------|-------------------|

- 5 -2024

Meeting date: 23-05-2024

Initialled as a correct record: \_\_\_\_\_

|                                                    |                   |
|----------------------------------------------------|-------------------|
| <b>Less Payments Pending</b>                       | <b>£489.29</b>    |
| <b>Plus receipts Received (if after Bank date)</b> | <b>£0.00</b>      |
| <b>Less Money held as reserves</b>                 | <b>£10,535.11</b> |
| <b>Available Balance</b>                           | <b>£2,703.68</b>  |

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_