

East Worlington Parish Council

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Minutes of the Parish Council meeting held on Thursday 25th July 2024, 7.30pm at East Worlington Parish Hall.

Cllrs Present: Andy Bell (Chair) Barnabas Hurst-Bannister, Ros Bolt & Nigel Pankhurst.

Also: Alice Turner (Clerk), District Cllr Peter Jones and 1 member of the public were also in attendance.

BUSINESS TRANSACTED.

1.7.24: Welcome (Chair)

The Chair opened the meeting and informed the meeting that an audio recording is being taken to assist in the preparation of the minutes, the recording will be deleted once the Minutes are drafted.

2.7.24 Apologies for absence: (Chair)

Apologies were received from Cllr Sturla (work).

[Cllr Bell proposed that apologies for absence from Cllr Sturla \(work\) be approved, seconded Cllr Pankhurst. All in Favour – Motion Carried. \(RR2024/022\)](#)

3.7.24: Minutes of the Last Meeting (Chair).

Cllrs to consider the approval of the Minutes of the Meetings held on 23rd May 2024 (Annual Council Meeting) & 13th June 2024 (Extra-Ordinary Meeting).

[Cllr Hurst-Bannister proposed that the Minutes of the Meetings held on 23rd May 2024 \(Annual Council Meeting\) & 13th June 2024 \(Extra-Ordinary Meeting\) be signed as true and accurate records, seconded Cllr Bolt. All in Favour – Motion Carried. \(RR2024/023\)](#)

4.7.24 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. No candidates at this time.

5.7.24 Declarations of Interest. (Chair)

No interests were declared at this time.

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

No items were raised at this time.

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

*This is for reports between Cllrs rather than discussion points unless listed on Agenda.

- To include discussion on feedback to Cllr Peter Jones on the following matter “NDC are putting forward the idea that they will not use any meat or dairy products in any of their public catering services in the future. What do people think about this?” Cllr Jones reported that the motion to go “meat and dairy free” was defeated at Council.
- Cllr Jones reported that NDDC & TDC are looking at the next Local Plan, he encouraged Parishes to engage with the process when possible.
- Cllr Jones reported that the Policies Committee are looking into how best to support agriculture.
- Water quality monitoring continues.
- There are no new planning matters to report.

There is no report from County Cllr Yabsley.

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

Cllr Sturla reported that County Cllr Yabsley and R. Sables (NHO) will be carrying out their annual inspection of the local roads and are hoping to be able to do works on Glebe Hill, subject to funding.

Verge Ploughing may have to wait until the autumn in order to maximise productivity.

9.7.24 Current & New Business:

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

Cllr Hurst-Bannister reported that a working group, currently 5 members.

The Group are hoping to host a drop-in session 3-8pm possibly late September, with a variety of topics to be consulted on.

The Survey will reflect topic raised at meeting with NDDC Planning regarding a Neighbourhood Plan and items from the drop-in session.

b) Consideration of developing a Neighbourhood Plan (Chair)

Cllr Bell reported that he had contacted NDDC Planning dept. to request a meeting but is still waiting for a response. Cllr Hurst-Bannister gave an overview of the webinar he attended today on Neighbourhood Planning.

c) Worlympics – Discussion on arrangements (Cllr Hurst-Bannister)

Cllr Hurst-Bannister gave an overview of the arrangements for the Worlympics to be held on the 26th of August. This included the working groups decision not to have St. Johns Ambulance at the event for First Aid but to use local First Aiders. This will be included in the risk assessment.

Cllr Hurst-Bannister and Cllr Bell will carry out the risk assessment for the event.

It was noted that it might be better not to charge a entry fee but to do entry on a suggested donation basis so that VAT on expenditure could be reclaimed.

d) Invitation to a Public Meeting 31/07/24 at Clovelly Parish Hall (Chair)

No Cllrs were able to attend.

e) Request from Rural Services Network to join the Rural Village Services Group (Chair).

Cllr Bell gave an overview of the request from the Rural Services Network for the Council to join the Rural Village Services group and Cllrs discussed the matter. *Cllr Bell proposed that the Council does not join at this time but ask to be kept informed in the future, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/024)*

f) Grass Cutting request for £340 (Chair)

Cllr Bell proposed that the Council pays East Worlington Church the requested £340 towards the grass cutting for the Churchyard, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2024/025)

Power: LGA 1972 S.137 Budget: Running Costs/ grass cutting

g) Consideration of additional Defibrillator (Chair/Cllr Pankhurst)

Cllr Pankhurst reported on the options that he was looking into and Cllrs discussed possible funding options including the District Cllrs grant and Batsworthy Fund. Cllr Pankhurst agreed to continue looking into this matter.

h) Renewal of agreement with SWAST for the defibrillator at the Parish Hall (Clerk/Cllr Pankhurst)

Cllr Pankhurst reported that the Council is awaiting the renewal documents for the next 4 years at a cost of £180 plus VAT, and that the annual training has been booked for the 19th of October.

Cllr Bell proposed that the Council authorise the renewal of the defibrillator agreement at a cost of £1800 plus VAT and authorise the Clerk to make the agreement on behalf of the Council, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2024/026)

i) To review Insurance coverage (Cllr Hurst-Bannister)

Cllr Hurst-Bannister asked when the renewal was, the Clerk responded that the Insurance was due for renewal as off 1st October and she will contact other brokers for additional quotes. The renewal will be discussed at the September Meeting.

j) Procurement of supplies for events (Chair)

The Chair and Clerk gave a verbal update on the best way to resolve purchase requirements for events including delegated authority and advised that purchases need to be approved in advance not just obtained and a receipt/invoice presented after the fact. The Clerk advised that she is happy to advise on a case-by-case basis if Cllrs have any queries.

k) Cllrs to Consider approval of EWPC 022 Data Protection Policy V1.0 -Draft. (Chair/Clerk)

Cllrs asked for discussion on Policies in general on the next agenda. Cllrs then reviewed the draft policy and Cllr Bell proposed that the Council approve and ratify the EWPC 022 Data Protection Policy V1.0 with immediate effect, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2024/027)

10.7.24: 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 propose that the financial schedule as presented be approved, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2024/028)

b) To consider approval of the 1st quarter 2024-2024 budget report and virements.

Cllr Bell proposed that the 1st quarter 2024-2024 budget report and virements be approved as presented, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/029)

11.7.24 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 17/08/2024 - 25/08/2024 inclusive – Noted.

b) Clerk: DALC AGM & conference 2nd October 2024 – Noted.

c) Clerk: Advanced notice 80th VE anniversary – 8th May 2025 – Cllr Bell agreed to contact the History Group.

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

The next meeting will be on Thursday 26th September 2024, 7.30pm at the Parish Hall.

13.7.24: 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 item to be discussed, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2024/030)

The Clerk reported that the 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) To receive and discuss report from H. R Committee following Staff Appraisal (Cllr Bolt) *Sensitive employment information.*

e) The Chair to return the meeting to public session to hear resolutions.

Item b) Cllr Bell proposed that the Council instruct R. Grant to carry out to the works as quoted for £1940 inc. VAT, seconded Cllr Hurst-Bannister. All in Favour – Motion Carried. (RR2024/031)

Power: War Memorials (Local Authorities' Power) Act 1923, s.1 Budget: War Memorial Fund (EMR)

There being no other business, the Chair closed the meeting at 9.20pm.

Appendix A: Financial schedule.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM25/013	£259.96	Alice Turner	Salary & OT (June 2024)	LGA 1972 S.112	Staff Costs/Salary
(PM25/014)	£18.00	Unity Trust Bank	Quarterly fee (05.03.24 - 03.06.24)	LGA 1972 S.111	Staff Costs/Office Exp.
PM25/015	£70.87	Alice Turner	Expenses (June 2024)	LGA 1972 S.111 & S.112	Staff Costs/Salary & Staff Costs/Office Exp.
PM25/016	£70.30	Redacted under GDPR	Re-imbursement for Stationary for Worlympics	LGA 1972 S.137	General Reserve
TOTAL	£419.13				

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

Amount	Details
£162.86	Legal Costs (EMR)
£1,189.06	General Reserve
£1,800.00	Defibrillator (EMR)
£2,500.00	War Memorial Fund (EMR)
£1,200.00	Precept Contingency (EMR)
£4,000.00	Road Warden (EMR)
£212.89	Staff Costs (EMR)
£150.00	Assets Fund (EMR)
£11,214.81	TOTAL

Bank Situation:

Bank Total 25/07/2024	£13,591.01
Less Payments Pending	£401.13
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£11,214.81
Available Balance	£1,975.07

Signed: Cllr A. Bell **Date:** 26/09/2024