

Bridestowe Parish Council

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Bridestowe Parish Council Annual Meeting Minutes

Meeting held - Thursday 23rd May 2024 at 7.30 pm The Ark, Bridestowe

In attendance: Clerk, Parish Cllrs Young, Proctor, Burder, Bickle, Pritchard, Hodgson, District Cllrs Mott and Southcott, members of the public (1)

1. Election of chair & vice-chair and signing of the declaration of acceptance to office.

Cllr Pritchard proposed Cllr Young continue in the role of chairman, this was seconded by Cllr Bickle and agreed by all members. Cllr Young proposed Cllr Proctor continue in the role of vice chairman, Cllr Pritchard seconded this and all members agreed. No other nominations were made. Cllrs Young and Proctor accepted the roles and signed the declaration of acceptance to office.

2. Apologies.

Cllr Thirtle – apologies accepted.

3. Possible Declarations of interest.

Cllr Young (Village Hall Management Committee).

4. To appoint representatives of any sub committees.

Cllrs discussed potential sub committees and agreed it was not necessary to create any at this time.

5. Public Open Question Time.

None.

6. District Councillors Report.

The district councillors report had already been circulated. Cllr Mott welcomed any questions and Cllr Young asked if there was any update on the Town Meadow appeal to which the district Cllrs advised could take up to 44 weeks and the parish council would be notified when any progress is made.

7. County Councillors Report.

The County Councillors report had already been circulated. The County Councillor was not present.

8. Approval of minutes of meeting held March 20, 2024.

Cllr Burder proposed the minutes be signed as a true record of the meeting, this was seconded by Cllr Hodgson and agreed by all. The chair signed a copy.

9. Matters arising.

9.1 Change of correspondence details following appointment of new Clerk – Natwest – in progress.

Acknowledged.

9.2 PAYE set up – awaiting documentation from HMRC.

Acknowledged.

9.3 PC comment submitted to Town Meadow refusal appeal.

Acknowledged.

9.4 Speed reduction ‘20 is Plenty’ update.

Cllr Young reported that poles and signs had been given out within the community to raise awareness of the scheme.

9.5 Cleaning of multiplay equipment in the Sporting Green.

Cllr Proctor suggested the best way to start this would be to brush/scrub the equipment carefully due to rotting wood. Cllrs will arrange a good day to undertake this.

10. Accounts for payment:

10.1 Devon Association of Local Councils Subscription £238.24

10.2 Zurich Insurance £598.82

10.3 Clerks wages £291.53 and storage boxes for files £16.00

Cllr Proctor proposed the accounts to be paid, seconded by Cllr Hodgson and agreed by all.

Current account statement balance as of 10/05/24: £18985.23

11. External Audit:

11.1. Approval of Accounting Statements.

11.2. Approval of Annual Governance Statements.

11.3. Approval of Certificate of Exemption.

Cllr Young proposed the approval of the items and signing of the AGAR form. Seconded by Cllr Proctor and agreed by all. The Clerk suggested she create and provide a monthly accounts report to be presented at each meeting. Cllrs agreed this would be useful document.

12. Cemetery fees and regulations – review and agree.

Cllrs agreed to keep the fees and regulations the same. Proposed by Cllr Bickle, seconded by Cllr Hodgson and agreed by all.

13. Asset Register – review and agree.

Cllrs discussed the figures and equipment listed and agreed some advice was needed as to the best way to value assets. The Clerk will seek advice from DALC.

14. Risk Assessment – review and agree.

15. Code of Conduct – review and agree.

16. Standing Orders – review and agree.

17. Financial Regulations – review and agree.

The Clerk will remove the red notes from the financial regulations. Cllrs agree to accept policies listed in items 14-17 en-bloc and to look at each one in more detail over the next 12 months. Proposed by Cllr Young, seconded by Cllr Pritchard and agreed by all. The Clerk provided a list of other policies that may be appropriate and was asked to create a draft grant policy for review at the next meeting.

18. Correspondence: Mostly circulated to councillors.

18.1 DALC, WDBC; DCC: Newsletters.

Acknowledged.

18.2 Letters from Bridestowe Primary School pupils.

Cllr Young shared the letters with the Cllrs and has sent a reply of acknowledgement.

18.3 Baker Estates Ltd.

The Clerk shared an email received from Baker Estates Ltd in relation to land purchased in the Village. The Clerk was asked to arrange for a site visit from them as an initial meet and greet ahead of any planning application submissions. Proposed dates June 12th and 20th.

19. Planning.

None.

20. Delegate reports.

20.1 Village Hall.

Cllr Young reported that the kitchen refurbishment was now complete, the hall is very busy with bookings and the AGM had recently been held.

21. Any other business.

21.1 Some comments had been received regarding clumping on the sporting green after cuts. The Clerk was asked to raise this with the contractor.

21.2 Cllrs discussed public footpaths and rights of way and thought some maps would be useful. The Clerk agreed to request these from DCC and to invite a member of the team to the next meeting to discuss the Parish Paths Partnership scheme.

22. Date of next meeting.

Proposed dates for the next two meetings were agreed as Wednesday July 3rd and Wednesday August 14th.

23. Close.

The meeting was closed at 20:37pm.