

CHURCHSTANTON PARISH COUNCIL

MINUTES/ACTION NOTES

Name of meeting:	Annual Meeting of Churchstanton Parish Council
Date meeting held:	Thursday 22 nd May 2024
Meeting location:	Churchinford Village Hall
Present:	Cllr. Ian Foxwell, Cllr. Ken Pearson, Cllr. Paul Carter, Cllr. Rob Sparks, Cllr. Tristan Phillips
In attendance	PA
Chair	Cllr. Ian Firth
Clerk	Julie Wardle
Signing of Declaration of Acceptance of Office	All Parish Councillors signed a 'Declaration of Acceptance of Office' as required annually at the Annual Meeting of Churchstanton Parish Council.
Public Participation Time	PA attended to discuss his planning application number 10/24/0007 and answer any questions from the Parish Council regarding this. The Parish Council questioned PA regarding the proposed roofline and appearance of the property from the kerb.
Reports from County / District Councillors, Neighbourhood Watch & Police	None – County Councillor Sarah Wakefield will attend the Annual Parish Meeting immediately following this meeting.

Agenda Item	DISCUSSION AND NEW ACTIONS	Action by Whom	Action Date
1. Election of Chairman	Cllr. Foxwell proposed Cllr. Firth as Chairman, this was seconded by Cllr. Phillips and agreed unanimously. Cllr. Firth signed the Declaration of Acceptance of Office of Chairman.		
2. To resolve to exclude members of the press or public	None		
3. Apologies	None		
4. Declaration of Interest	None		
5. Approval and sign off draft minutes of previous meeting	Minutes of CPC Meeting held on Wednesday 10 th April 2024 – Approved & Signed by Chairman		
6. Election of Vice Chairman	No Vice Chairman was proposed. Parish Councillors will continue to rotate cover for the Chairman in his absence.		
7. Review & Acceptance of Code of Conduct	The Code of Conduct had been circulated in advance to all Parish Councillors for their consideration. The Chairman, Cllr. Firth proposed that this should be adopted by the Parish Council, this was agreed unanimously. This will now be published on the Parish Council website.	JW	12/06/2024
8. Agreement of Ordinary Meeting Dates	It was agreed to continue with the existing meeting dates of 2 nd Wednesday of each month at 7:30pm The Parish Council will hold 11 meetings every year. There will be no meeting in August.		

9. Finance

• **Balance of Accounts as at 16th May 2024**

Current Account	7530.79
Deposit Account	41204.60
<u>Total</u>	<u>48735.39</u>
<u>Outstanding Payments for approval</u>	
Clear Insurance – Annual Insurance Premium	730.32
BHPN Annual Subscription 2024-2025	100.00
Otterhead Trust Final Invoice	12.73
ElanCity	5615.98
Parish Clerk – Salary (April 2024)	448.63
<u>Sub-total</u>	<u>6907.66</u>
<u>Minus Reserved Funds</u>	NIL
<u>BALANCE Remaining</u>	<u>41827.73</u>

- **Approval of payments** - Parish Councillors were presented with a list of payments for approval - **Approved**

- **Approval of Regular monthly payments (Direct Debits)**

- Website (Weebly) – Approximately £12.50/month (£150/year)
- Telephone Line (Voipfone) - £5.40/month (£64.80/year)
- Online Services (Microsoft) - £12.36/month Net (£148.32/year)
- Acrobat Pro (Adobe) - £19.97/month (£239.64/year)

Approved

- **Approval of Annual Governance and Accountability Return (AGAR) 2023-2024**

- Internal Audit – **Approved (Proposal – Cllr. Firth / Seconded Cllr. Sparks)**
- Accounting Statement 2023-2024 (including Bank Reconciliation & Explanation of Variances) – **Approved (Proposal – Cllr. Firth / Seconded Cllr. Phillips)**
- Annual Governance Statement 2023-2024 – **Approved (Proposed Cllr. Firth / Seconded Cllr. Carter)**
- Notice of Public Rights & Publication of AGAR – **Will be published on 31st May 2024 commencing on Monday 3rd June and ending on Friday 12th July 2024 - Approved**

All of the above AGAR documents will now be sent to the external auditor and published on the Parish Council noticeboards and website.

- Churchstanton Community Fund – Safeguarding Policy review – This will be reviewed at the next meeting of the Parish Council.

JW

31/05/2024

<p>10. Planning</p>	<ul style="list-style-type: none"> 10/24/0003 - Erection of a poultry shed (broiler house) with construction of extension to access track at Higher Kedget Farm, Churchstanton The Parish Council support this application 10/24/0004 - Erection of a poultry shed (broiler house) with construction of extension to access track at Higher Kedget Farm, Churchstanton The Parish Council support this application 10/24/0006/LEW - Application for a Lawful Development Certificate for the existing use of part of an agricultural barn as 1 No. dwelling at Higher Willand Farm, Willand Road, Stapley The Parish Council do NOT support this application 10/24/0007 - Replacement of conservatory with the erection of an extension to the side, replacement of conservatory with the erection of rear porch, replacement of workshop/garage/car port with the erection of double garage/workshop to the front and formation of driveway/parking with various alterations at Hillcrest, Honiton Road, Churchinford The Parish Council support this application 		
<p>11. Parish Event – DDAY Commemoration</p>	<p>Plans are in their final stages for the Parish Commemorative Event being held in Churchinford on Thursday 6th June with a Parish Celebration / Community Picnic on Saturday 8th June. The roads around the centre of the Churchinford will be closed for both events.</p>		
<p>12. Climate Change - Update</p>	<p>Cllr. Firth and Cllr. Pearson had both attended the official opening ceremony of the hydro electric generator installed on the Otterhead Estate. The generator will provide a zero carbon, fully renewable electricity supply to the Coach House. This project was made possible following a successful grant application to the Climate Emergency Fund. The Parish Council agreed to become Corporate Members of the Estate for an annual fee of £25. The Clerk will arrange payment</p>	<p>JW</p>	<p>12/06/2024</p>
<p>13. Highways / PPLO Update / Outdoor Space</p>	<ul style="list-style-type: none"> OSMG – Proposal that Parish Clerk will work up to an additional 6 hours / month to act as Secretary to the OSMG with immediate effect – Approved with immediate effect. Following the recent AGM of the OSMG the following appointments were approved: Chairman – Marcus James Vice-Chair – Ian Firth Treasurer – David Wright Fundraising Officer – Peter Radice Speed Indicator Devices (SID’s) – Have now been delivered. Cllr. Phillips & Cllr. Sparks will install the device on Taunton Road asap. The Parish Council are still awaiting the installation of a new post on Honiton Road by SCC Traffic Management Team in order to install the second device. The Hummingbird Residential Home – The Parish Council had been informed that there has been some inconsiderate parking outside the Hummingbird Residential Home. The Parish Council request that everyone be considerate when parking around Churchinford in order to protect access to homes, access for emergency vehicles and access for farm traffic at all times. It was suggested that the Hummingbird put up signage to the front of the property to request that drivers keep the area clear. SCC Communication – Footpath, Bridleway & Restricted Byways maintenance – The Parish Council 		

	are not willing to take responsibility from SCC for this maintenance at present.		
14. Parish Councillor Training	The Parish Clerk had circulated a list of training events taking place in June and July and discussed the minimum requirements expected of all Parish Councillors as per the 'Code of Conduct'. All Parish Councillors are to advise the Parish Clerk which courses they wish to attend.	ALL	12/06/2024
15. Correspondence	<ul style="list-style-type: none"> • Community Bleed Kit – The Parish Council has been sent information regarding the purchase of a Community Bleed Kit. Following discussion, it was agreed that the Council would not purchase one at this time. • Notification of the next round of nominations for the Chairs Award for Services to the Community had been received. 		
16. Items of Future Business for the next Agenda	<ul style="list-style-type: none"> • Safeguarding Policy • Grant Awarding Policy 		
Date of Next Meeting	Wednesday 12th June 2024		