

PLASTERDOWN GROUPED PARISH COUNCIL

Minutes of the Annual General Meeting of **PLASTERDOWN PARISH COUNCIL** held in **Whitchurch Village Hall**
On **WEDNESDAY 18th May 2022** at **7.30 pm**

Present: Cllr I Walton, Cllr S Hill, Cllr E Cole, Cllr J Freeman, Cllr J Sturmer, Cllr R Phillips, Cllr N Howes, Cllr S Dingle, Cllr N Alford and Cllr K Warnes.

In Attendance: Mr Andrew Lacey (Clerk), Cllr P Sanders (DCC) and 2 members of the public.

Public Question Time: None raised.

29/22 APOLOGIES FOR ABSENCE

Cllr M Soper who has stated his desire to remain as a Councillor and also on the Planning Committee.

30/22 ELECTION OF CHAIR

Cllr S Hill had previously offered to stand next year for one year only after which he would not be seeking re-election. He was proposed by Cllr I Walton, seconded by Cllr N Howes and AGREED by all. The Declaration of Acceptance of Office was duly signed.

31/22 ELECTION OF VICE-CHAIR

Cllr N Alford proposed Cllr I Walton, seconded by Cllr E Cole and AGREED by all. The Declaration of Acceptance of Office was duly signed.

A suggestion was also made to amend the standing orders to remove the clause which states that co-opted Councillors cannot stand as chair or vice chair. Will be added to next Agenda.

32/22 DECLARATIONS OF INTEREST

None

33/22 APPOINTMENT OF PLANNING COMMITTEE MEMBERS

Cllr N Alford, Cllr M Soper, Cllr E Cole, Cllr I Walton, Cllr S Hill, Cllr N Howes and Cllr R Phillips all agreed to continue as members of the planning committee. Cllr J Freeman offered to join as replacement for Cllr S Fielder. A Chair will be appointed at the next meeting.

34/22 APPOINTMENT OF STAFFING COMMITTEE MEMBERS

Cllr I Walton, Cllr N Alford and Cllr E Cole all agreed to continue as members of the staffing committee.

35/22 APPOINTMENT OF WHITCHURCH DOWN CONSULTATIVE GROUP MEMBER

Cllr Phillips agreed to continue to represent Plasterdown Parish Council and thanked the Clerk for assistance in email communications with the Group.

36/22 NOMINATIONS OF PARISH MEMBERS TO DNPA

Richard Glanville had recently been appointed.

PLASTERDOWN GROUPED PARISH COUNCIL

37/22 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 23rd MARCH 2022 and PLANNING MEETING HELD ON 12TH APRIL 2022

It was **AGREED** that the Minutes of these meetings be adopted.

38/22 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

a) **Allotments in Parish** – Cllr R Phillips noted little progress but provided a report. See attached.

b) **Parish Jubilee Tree Planting Initiative** – Four sites have been identified (Warren’s Cross; West Down: by Ryland’s Plantation and Huckworthy Common) and Cllr S Hill has already reached agreement with the owners of Huckworthy Common. Chair and Clerk to organize letters to all concerned parties. Cllr J Sturmer will progress the provision of plaques in time for autumn planting.

c) **Broadband Champion** – Ruth Pearson-Bunt and Larry Bunt who attended the March meeting and Laura Cornick from Beden had been in contact and were liaising with each other and WDBC and will keep the Clerk updated. Airband had confirmed that they will have little impact in the Parish and the Clerk has prepared an information poster for the website and noticeboards for the public. Jacob Robinson is the point of contact at Airband.

d) **Grenofen Sign Update** – The Clerk had been in contact with Highways who have to get a new sign ordered and charged to the insurance company. This may take some time unfortunately.

e) **Cllr Freeman’s Tree** – The Town Council have resolved the issue.

f) Queens Jubilee Update

i) **Bonfire** – Cllr N Howes will prepare the fire and has been in contact with Devon and Somerset Fire and Rescue. It is expected to last about 2 hours and will then be managed for another 2 hours afterwards. Public Liability Insurance will cover the event but a Risk Assessment must be completed. Cllr N Howes and Cllr S Hill completed a formal Risk Assessment after the meeting which was circulated to all councillors and is appended to these minutes.

ii) **Jubilee Tree Plaque** – has been collected and Cllr J Sturmer thanked for her efforts. This will be set next to the tree at Sampford Manor.

iii) **Tickets** – 135 have been sold and the Committee are happy with these numbers so no more active selling will take place.

There will be a meeting Thursday 19th evening at the Manor but much of the equipment needed is already on site and Andrew and Michelle Lacey along with Janet Sturmer’s husband were thanked for volunteering to man stalls on the day. All Councillors were urged to assist both on the day in any way possible and also from 10am on Friday the 3rd of June to get everything set up.

39/22 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS

None

PLASTERDOWN GROUPED PARISH COUNCIL

40/22 ZURICH INSURANCE RENEWAL OPTIONS

The Clerk summarised the 2 options for the insurance renewal, as previously circulated. It is a new online Parish Council Cover from Zurich and would reduce the premium from £257.60 to £214 yet keeping or improving on existing cover. It was unanimously decided to go for the improved offer from Zurich.

41/22 DALC MEMBERSHIP GENERAL POWER OF COMPETANCE

It was decided that the Council do not need to agree with this document due to the number of co-opted members.

42/22 CLERKS HOURS

The Clerk stated that the number of hours he does on Parish matters exceeds the contracted hours of 10 per month. The average is 13 hours a month. It was agreed to up the contracted hours to 13 per month, using this minute to append to the contract, and this will be regularly reviewed by the Chair and Staffing Committee.

43/22 ADVERTISE CO-OPTION OF NEW COUNCILLOR

The Clerk updated the Council on progress as the Request for Election ends on the 20th of May and we can then advertise in the normal way. It was agreed to do this.

44/22 PLANNING MATTERS

a) For information only:

WDBC 1243/22/FUL	Placement of cabin to provide 24 month temporary workers accommodation during construction period of barn conversion at Lower Walreddon	No Objection
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b) For information only:

DNPA 0122/22	Gees Farm, Sampford Spiney	Noted that a public meeting is to be held.
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45/22 GENERAL FINANCE

Bank Balance as at 1 st May 2022	£5220.53
Receipts:	
Precept (1 st Half) 12/4/22	£2184.50
To approve the following payments:	
Clerks Salary	£122.10
Clerks Expenses	£26.38
CAB (Grant)	£50
DALC Subscription	£145.85
TASS (Grant)	£100
Whitchurch Parochial Church (Grant)	£150
Sampford Spiney Parochial Church (Grant)	£400
SLCC Subscription	£75
Plaque Invoice	£30
Zurich Insurance (renewal)	£214

PLASTERDOWN GROUPED PARISH COUNCIL

All approved

46/22 DONATION

Cllr Renders had contacted the Clerk with the offer of £100 towards any Parish initiatives. It was agreed to accept in order to pay for the plaques for the four trees to be planted in autumn. Cllr S Hill to write a letter of thanks. Cllr J Sturmer noted the quote for the plaques was £25 each.

47/22 APPROVAL OF 2021-2022 ACCOUNTS AND ANNUAL RETURN

The RFA and Chair completed the Annual Return Forms.

48/22 RESIGNATION OF AUDITOR

Cllr S Hill will approach Matthew Roberts.

49/22 CORRESPONDENCE

Clerk asked the Council to please inform him of any regular and odd emails that are not required as many are filtered out already.

50/22 MINOR ITEMS

Cllr S Hill presented the Risk Assessment for the Fete to all. This was agreed by the council and is appended to these Minutes.

51/22 DATE AND TIME OF NEXT MEETING

As the Clerk is unable to attend the proposed date of the July meeting it was agreed to change to the 12th July at Sampford Spiney Church.

52/22 CLOSE

The meeting was closed at 8.50pm.