

# MINUTES OF THE ANNUAL MEETING OF ALL SAINTS PARISH COUNCIL

**Tuesday 7<sup>th</sup> May 2024 at 7.00pm to be held in All Saints Village Hall**

Present: Cllr. Gary Hall, Cllr, Glenn Fletcher, Cllr. Steve Holt, Cllr. Diana Jenner, Cllr. Janet Verplancke  
 Clerk of the Parish Council: Linda Ledingham  
 Cllr. Ian Hall, DCC  
 Cllr. Duncan MacKinder, EDDC  
 8 members of the public

Meeting opened at 7.15pm

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|         | FIRE REGULATIONS (already notified to those present at APM)  |
| AM01/24 | Election of Chair:<br>Cllr. Fletcher nominated Cllr. Holt, seconded by Cllr. Hall. No further nominations. Cllr. Holt accepted the nomination. Resolved. Cllr. Holt was duly elected Chair of All Saints Parish Council for 2024-25.                                   |
| AM02/24 | Signing of Chair's Declaration of Acceptance of Office<br>Cllr. Holt signed Declaration; witnessed by Proper Officer.  |
| AM03/24 | Election of Vice-Chair<br>Chair sought nomination. Cllr. Holt (Chair) nominated Cllr. Fletcher for Vice Chair, seconded by Cllr. Jenner. No further nominations received. Cllr. Fletcher accepted the nomination. Resolved. Cllr. Fletcher duly elected as Vice Chair. |
| AM04/24 | Signing of Vice-Chair's Declaration of Acceptance.<br>Cllr. Fletcher signed Declaration: witnessed by Proper Officer.  |
| AM05/24 | Signing of the Councillor's Declaration of Acceptance of Office.   |
| AM06/24 | To receive, and if thought fit, accept apologies for absence from members.<br>Apologies received from Kevin Feeney (Broadband Member)  |
| AM07/24 | To receive and note any other apologies for absence.<br>None received.   |
| AM08/24 | To receive any declarations of interest from members of the Parish Council.<br>No declarations of interest were declared.  |
| AM09/24 | To consider and if thought fit, approve the minutes of the previous Annual Meeting held on Tuesday 9 <sup>th</sup> May 2023.<br>Proposed by Chair, seconded Cllr. Fletcher   |
| AM10/24 | To consider and, if thought fit, approve the minutes of the previous Ordinary Meeting held on 5 <sup>th</sup> March 2024 (as previously circulated).<br>Proposed by Chair, seconded Cllr. Jenner   |
| AM11/24 | To appoint Responsible Financial Officer for the 2024/2025 period.<br>Present RFO Linda Ledingham, proposed by Chair, seconded Cllr. Fletcher  |
| AM12/24 | To consider payment of Chair's Allowance for financial year 2024/2025.<br>It was proposed that the Chair be permitted to spend up to £100 in this financial year in respect of his reasonable expenses incurred in that role. Approved unanimously.                    |
| AM13/24 | To consider payment of Member's Allowance for 2024/2025.<br>Members who wish to claim should contact the RFO directly.<br>None have been taken in recent years.  |

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| AM14/24 | <p>Election of Representatives from members and parishioners:</p> <p>Village Hall Representative: Chair proposed that the Council should wait until after the Village Hall AGM as a few policies had changed.</p> <p>Emergency Planning Representative: Now called the Community Resilience Plan. Chair proposed the Clerk, Linda Ledingham, seconded by Cllr. Fletcher.</p> <p>School Representative: Cllr. Hall proposed Cllr. Holt (Chair), seconded by Cllr. Fletcher.</p> <p>DALC Representative: Chair proposed Clerk, Linda Ledingham, seconded by Cllr. Jenner.</p> <p>All Saints Church Representative: Cllr. Hall volunteered, seconded by Cllr. Verplancke.</p> |
| AM15/24 | <p>Nominations for Honorary Footpath Warden (P3) Richard Greaves and John Adams were nominated. Approved unanimously.</p>  |
| AM16/24 | <p>Nominations for Honorary Tree Warden. Mike Davis was nominated. Approved unanimously.</p>   |
| AM17/24 | <p>Nominations for Webmaster. John Adams was nominated. Approved unanimously.</p>  |
| AM18/24 | <p>Nominations for Honorary Parish Broadband Champion. Chair proposed that the Parish Council and DCC take up the mantle to provide fibre broadband. Approved unanimously.</p>   |
| AM19/24 | <p>To consider renewal of subscription/membership of the following bodies:</p> <ol style="list-style-type: none"> <li>a) NALC/DALC – renewal proposed by Cllr. Fletcher and seconded by Chair.</li> <li>b) Blackdown Hill Parish Network – renewal proposed by Cllr. Fletcher and seconded by Chair.</li> </ol>  |
| AM20/24 | <ol style="list-style-type: none"> <li>a) To confirm bank mandate signatories and revise as necessary/appropriate.<br/>The clerk reported that a new bank mandate had been submitted to Lloyds Bank, deleting Alistair Forbes and Shelagh Barnard and adding Cllr. Diana Jenner and Cllr. Steve Holt. The clerk was still waiting for confirmation that the mandate was active.</li> <li>b) To confirm Insurance arrangements for the next 12 months.<br/>The clerk reported that quotes had been received which were very competitively priced. Council to agree who will be selected.</li> </ol>   |
| AM21/24 | <p>To receive report from RFO on the ongoing arrangements for the completion and submission of the 2023/2024 Annual Governance and Accountability Return (Exempted)(AGAR2)</p> <p>The clerk reported that all documentation, accounts, and policy documents had been handed to the Internal Auditor on 1<sup>st</sup> May.</p>   |
| AM22/24 | <p>To consider date for the publication of the Notice Period for the Exercise of Public Rights for financial period 2023/2024.</p> <p>Clerk reported that as per PKF Littlejohn (External Auditors) guidelines as soon as the Internal Audit was completed and the accounts for year ending 23-24 had been signed off, the date for publication will be announced.</p>   |
| AM23/24 | <p>Annual Review and Acceptance of All Saints Parish Council Policies and Procedures as previously circulated.</p> <ol style="list-style-type: none"> <li>a) Standing Orders (revised)</li> <li>b) (i) Financial Regulations (revised)<br/>(ii) Appendix A – Delegation Policy</li> <li>c) To adopt Council’s Code of Conduct Policy for 2024/2025</li> </ol> <p>Annual Review proposed by Cllr. Fletcher, seconded by Cllr. Holt (Chair)</p>  |
| AM24/24 | <p><b>Chair’s Announcements.</b> None</p>  |
| AM25/24 | <p><b>Financial Matters:</b></p> <ol style="list-style-type: none"> <li>a) Consider, and if thought fit, approve payments for March 2024 as per the schedule previously circulated and published on Council’s website.<br/>Proposed from Chair. Resolved unanimously.</li> <li>b) To consider expenditure authorised under Chair/RFO delegated authority:<br/>Proposed by Cllr. Fletcher, £500 was approved. Resolved unanimously.</li> <li>c) To consider and review Council’s payments for April 2024 as circulated.</li> </ol>  |

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|         | <p>Proposed from Chair. Resolved unanimously.</p> <p>d) To receive updated AGAR (exemption) report timetable from RFO with draft EOY figures.<br/>Proposed from Chair. Resolved unanimously.</p> <p>e) Resolution: That All Saints Parish Council has fulfilled, and met the requirements as required under the Transparency Code regulations for smaller local authorities.<br/>Proposed from Chair. Resolved unanimously.</p> <p>f) Resolution: That All Saints Parish Council will continue to publish all information as required under the relevant regulations for smaller local authorities. Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015.<br/>Proposed from Chair. Resolved unanimously.</p>   |
| AM26/24 | <p><b>Planning Matters:</b></p> <p>a) 24/0547/LBC – Holly Farm Renovations and reinstatement of hipped roof to detached outbuilding within the curtilage of a listed building.<br/>The clerk gave a presentation on location and showed various elevations.<br/>Application approved unanimously. Resolved.</p> <p>b) 24/0761/FUL – Holly Farm Renovations and reinstatement of hipped roof to detached outbuilding within the curtilage of a listed building.<br/>As per a) above, application approved unanimously. Resolved</p> <p>c) Planning Correspondence received – Appeal 23/1279/FUL Conversion of an agricultural barn, land adjacent Poppins, Goldsmiths Lane.<br/>Application had been refused by Parish Council and EDDC Planning Department, there was nothing further to add. Resolved</p>  |
|         | <p><b>All Saints Parish Council Business to be considered:</b> “Matters of Council consideration may include public participation if so invited by the Chair”</p> <p>a) Highways</p> <p>(i) Potholes – Assessments will be carried out by Chapter 8 Trained Volunteers.<br/>Clerk to re-evaluate on successful completion of course by volunteers.</p> <p>(ii) 30 mph signs – Clerk to liaise with Highways.</p> <p>(iii) Post on A358 Waggs Plot – Clerk to liaise with Highways.</p> <p>(iv) VAS – to consider approval for the purchase of a third pole, location to be agreed and communicated to DCC Highways Team. Options are Smallridge Lane and Waggs Plot for the second and third poles. Original location for one pole in Goldsmiths Lane already approved.<br/>Purchase of a third pole and all three locations for the VAS poles were agreed.<br/>Clerk to liaise with Highways regarding the timeline for installation of VAS and poles.</p> <p>Chair suspended Standing Orders.</p> <p>b) Website</p> <p>(i) To consider and approve Terms of Reference for the Working Group.<br/>Proposed from Chair. Unanimously agreed.</p> <p>(ii) To establish a Working Group.<br/>It was proposed that Cllr. Holt (Chair), the Clerk and John Adams (Webmaster) would head up this working group. Feedback from residents would be much appreciated. It was also agreed that the website would go live as soon as possible. Approved unanimously.</p> <p>c) Parish Newsletter - To consider submissions for content in the June Parish Newsletter. Annual Parish Meeting, Election of Council, Website were put forward.</p> <p>d) Defibrillators</p> |

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|         | <p>(i) To consider and approve transference of management and insurance cover of the three defibrillators in Chardstock, Hawkchurch and Kilmington, to the Councils in these Parishes. Proposed from Chair. Unanimously agreed.</p> <p>(ii) To consider, going forward, training options.<br/>A member of the public mentioned that the British Heart Foundation had produced a training video on how to use a Defibrillator and suggested it might be possible to put the video on the All Saints Community Website. This will be considered, along with other options.</p> |
| AM28/24 | <p><b>Date of Next Annual Meeting:</b> 4<sup>th</sup> May 2025<br/> <b>Date of Next Ordinary Meeting:</b> 7<sup>th</sup> July 2024</p>   |
| AM29/24 | <p>It is proposed that, under the provisions of the public Public Bodies (Admission of Meetings) Act 1960, as amended by local Government Act 1972 the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business to be discussed.</p>  |
| AM30/24 | <p><b>Matters to be considered in confidence.</b><br/> Quotes from Insurance Providers.</p>  |
|         | <p>With no further business to attend to the Chair closed the meeting at 9.05pm</p>  |

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_