

# Holbeton Parish Council

Clerk: Mrs Teresa Drew  
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Tel. 01752 893691

Chairman: Mr John Sherrell  
Tel. 01752 872815

Councillors are summoned to attend the **Annual Meeting of Holbeton Parish Council**, to be held in the **Green Room of Holbeton Village Hall on Tuesday 16 May 2023 at 6.30 pm.**

Teresa Drew  
Clerk to Parish Council

Date: 06 May 2023

## A G E N D A

1. Accept apologies for absence
2. Election of Chairman
3. Declarations of members' interests relating to matters on this agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Parish Clerk within 28 days of the change.
4. Reports:
  - (a) County and District Councillors' Report(s)
  - (b) Question(s) from members of the public - opportunity to ask questions of the County, District and Parish Councillors, or to comment on any matter.
5.
  - (a) Election of Vice-Chairman
  - (b) Election of Committees: - Planning (all Councillors), Parish Rooms maintenance (all Councillors), Finance 3 Councillors (who are signatories for cheques) & Clerk
  - (c) Parish Tree Warden - *currently Tom Flint*
  - (d) Footpaths - *currently Joe Clarke*
  - (e) Parish Council Web Site - *currently DB Computers & Parish Clerk*
  - (f) Snow Warden - *currently Cllr Reece*
  - (g) Review of hire cost for the Parish Rooms which is currently £15.00 for a four hour hire
  - (h) Review of allotment rents
  - (i) Checking of parish defibrillators - Battisborough Cross & Holbeton - *currently Cllr Reece*
  - (j) Dementia Friendly Parishes Around the Yealm & Four Rivers Dementia Alliance Parish Representative - *currently Mr P Hearn*
  - (k) Holbeton Parish Council Climate Change Sub-Committee - *current Cllrs Sherrell, Baumer, Gunatillake*
  - (l) Yealm Environmental and Climate Action Network, Parish Council representative - *currently Cllr Baumer*
  - (m) Parish Councillors were made aware of the requirements of the Local Government Act 1972 Schedule 12 10(2)(B) wherein it states that: "Three clear days at least before a meeting of a parish council a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council." The Parish Councillors RESOLVED to receive such agendas, minutes and other documentation by email duly sent to the email address provided. Such service of documents by email will therefore be deemed to have taken place unless a Councillor notifies the Clerk that such has not or cannot be received and requests a hard copy.
6. Past subject matter(s) for the purpose of report only:

*Youth Club - Cllr Gunatillake*  
*30mph speed limit signs at Battisborough Cross - Cllr Sherrell*  
*Litter picking - Clerk*
7. Resolve to approve the Parish Council Meeting minutes of 11 April 2023 (as previously circulated).
8. Planning - Parish Councillors to view planning applications on SHDC website. *To comply with consultation time limits, planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.*

9. Finance -

(i) Bank balances - to note the bank balances of: - Business Account as at 11 April 2023 = £5,000.00  
Treasurers Account as at 14 April 2023 = £21,821.87

(ii) Banked receipts - to note receipts for April 2023: Bank Interest (11.04.2023) = £3.16

(iii) To resolve to make the following payments: -

Payee	Description	Gross	VAT	Net
Mrs T Drew	Clerk - April 2023 Salary	£ 515.80	-	-
HMRC	HMRC - April 2023	£ 31.60	-	-
Amanda Coe	Cleaning of Holbeton Public Toilets - @ £13.00 per hour - April 2023	£78.00	-	-
DB Computer Repairs	Monthly maintenance of Parish website - April 2023	£40.00	-	-
Parish Clerk	Reimbursement for a A4 triplicate carbonless receipt book	£8.77	-	-
Holbeton Village Hall	Hire of function rooms - April 2023	£42.00	-	-
Internal Auditor	Internal audit of accounts 2022/2023	£74.90	-	-
Mythic Beasts	Renewal of Holbeton-pc.gov.uk for 2 years	£72.00	£12.00	£60.00
Mike Rawlings	Lengthsman Duties - Holbeton playpark grass cutting, 27.3.23, 17.4.23 and 26.4.23 all at £30 each = £90. Clear debris and vegetation from Brownswell brook on 23.3.23, 1hr = £20.	£110.00	-	-
R J G & J M Sherrell	Supply of parts to replace tap at Holbeton Allotments	£49.13	£8.19	£40.94
Mr A Hollet	Reimbursement for the purchase of toilet plunger for Holbeton Public Toilets	£17.00	-	-

(iv) Approve Financial Statement

(v) Review Holbeton Parish Council expenditure/income to date

(vi) Grant Request(s)

(vii) To approve End of Year Accounts 2022/2023

10. BHIB Insurance Renewal due 1st June 2023 (3 year contract w.e.f. 2021)

11. Annual Internal Audit 2023/2023 - to receive the Internal Auditor's Report

12. To approve Section 1 of the Annual Governance Statement 2022-2023

13. To approve Section 2 Accounting Statements 2022-2023

14. To agree the dates for the period for the exercise of public rights - 5 June 2023 - 14 July 2023

15. Holbeton Public Toilets - Transfer of building to the Parish Council  
- Vandalism

16. Feedback from weekly bike track and parish defibrillators inspections - Cllrs Reece/Sherrell  
- play park inspection 27 April 2023

17. Review Asset Register and Asset Register Policy

18. Review Planning Policy

19. Establishing a Devon Air Ambulance Community Landing Site at Battisborough Cross

20. Reports from Parish Councillors

21. Email addresses for Parish Councillors

22. Correspondence to note: - Email from Parishioner - Water channel rather than pothole repair?

23. To confirm Parish Council Meeting date for **June 2023**

**Holbeton Parish Council website- <https://www.holbeton-pc.gov.uk>**

Parish Council meetings may be recorded. We kindly ask that anybody intending to record the meeting, inform the Chairman prior to the meeting.

To report issues to the local Police. Members of the public who have a non-urgent matter to bring to the attention of their Local Policing Team, the easiest way of contacting them is <https://www.devon-cornwall.police.uk/your-area/teams/Ivybridge/Overview> or the contact form: <https://www.devon-cornwall.police.uk/your-area/teams/Ivybridge/Contact>

To report highway issues - <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Devon County Council road works completed, current & future works - <https://apps1.wdm.co.uk/Live/Devon/PBLC/PIP/Map.aspx?cg=sws>

SHDC website: - <https://apps.southhams.gov.uk/webreportit> - click on what you would like to report, from the drop down menu.