

## MINUTES OF ANNUAL MEETING OF HOLBETON PARISH COUNCIL HELD ON 4 MAY 2022 AT 7.00 PM IN HOLBETON VILLAGE HALL

**Present:** Cllrs John Sherrell (Chairman), Mike Reece, Trudie Timlin Brown, Harry Baumer, Carol Ackroyd, Julie Fuller, Jim Melhuish, Tony Callcut and Nirosha Gunatillake.

Teresa Drew - Clerk

**Visitor(s)/Parishioner(s) present:** 0

Cllr Tony Callcut signed the Declaration of Acceptance of Office form prior to the Annual Parish Meeting.

### 001/22 APOLOGIES FOR ABSENCE

Apologies received from County and District Councillor Daniel Thomas and District Councillor Keith Baldry and Cllr Chris Flower.

### 002/22 ELECTION OF CHAIRPERSON

Cllr Sherrell was elected as Chairperson and signed the Declaration of Acceptance of Office.

### 003/22 DECLARATION OF INTERESTS

None.

### 004/22 REPORTS

(a) County and District Councillor Daniel Thomas and District Councillor Keith Baldry

Nothing to add to the reports given at the Annual Parish Meeting.

(b) Questions from the public and Councillors

None.

### 005/22

(a) Election of Vice-Chairman - Cllr Fuller

(b) Election of Committees: - Planning (all Councillors), Parish Rooms maintenance (all Councillors), Finance (R.F.O Clerk, Cllrs Flower and Sherrell) current signatories for cheques are Cllrs Sherrell, Ackroyd, Fuller.

(c) Parish Tree Warden - Tom Flint

(d) Footpath - Joe Clarke

(e) Parish Council Web Site - DB Computers & Parish Clerk

*Parish Councillors wish to thank Lance Howarth (Parishioner) for setting up and maintaining the Holbeton Parish Council website. The Council is very grateful for his help and time which is very much appreciated.*

(f) Snow Warden - Cllr Reece

(g) Review of hire cost for the Parish Rooms - £15.00 for a four hour hire

(h) Defibrillator Checks - Battisborough Cross & Holbeton - Cllr Reece

(i) Dementia Friendly Parishes Around the Yealm and Four Rivers Dementia Alliance Parish Representative - Peter Hearn

(j) Holbeton Parish Council Climate Change Sub-Committee - Cllrs Sherrell, Baumer, Gunatillake and Flower

(k) Yealm Environmental and Climate Action Network, Parish Council representative - Cllr Baumer

## 006/22 PAST SUBJECT MATTERS FOR THE PURPOSE OF REPORT ONLY

210/21 Holbeton Reading Rooms walls need waterproofing and repointing - to be repaired. RESOLVED Cllr Ackroyd will liaise with Cllr Thomas to ascertain if he is able to provide a grant. RESOLVED to obtain quotes to deal with the redecoration.

**ACTION: Cllrs Reece / Ackroyd**

210/21 A379 to Bull and Bear, the road surface is deteriorating. On the crest of the hill vehicles are encroaching into the bank, bollards required. Cllr Thomas has confirmed that DCC Highways will find it difficult to carry out any work in this financial year.

210/21 Play Park Repairs - an action list to be prepared for the Lengthsman. Cllr Ackroyd has prepared a list of items of repairs along with photos that are required in the play park. Three quotes have been obtained but waiting for a call from one company to clarify a few points. **ACTION: Cllr Ackroyd**

210/21 Youth Club - Cllr Gunatillake has planned a meeting for the end of May. RESOLVED to replace the goal posts for school field with steel goal posts at an additional cost of £80.00. **ACTION: Cllrs Sherrell / Gunatillake**

213/21 Extension to the 30mph speed limit at Battisborough Cross - Cllr Thomas will ask Nick Colton DCC Highways what the current costs will be for the speed limit extension. RESOLVED Cllr Gunatillake to purchase 4 signs at a quote of £35 plus VAT for each sign. Steel poles for the signs may also be required. **ACTION: Cllrs Thomas / Gunatillake**

216/21 Purchase of noticeboard for Battisborough Cross - waiting for the wall of the property to be repointed where the noticeboard will be placed. Once this work has been completed a notice board will be purchased. **ACTION: Cllr Ackroyd**

## 007/22 APPROVAL OF PARISH COUNCIL MEETING MINUTES

RESOLVED to approve and sign the Parish Council Meeting minutes of 12 April 2022 (as previously circulated). The minutes were duly signed by the Chairman.

## 008/22 PLANNING

### Planning Decisions:

APPLICATION NUMBER: 0910/22/AGR Holbeton

DECISION: Prior Approval Required and Refused

APPLICATION NUMBER: 0974/22/AGR Holbeton

DECISION: Prior Approval Not required

## 009/22

(i) Bank balances - to note the bank balances of: - Business Account as at 11 April 2022 = £5,000.00  
Treasurers Account as at 14 April 2022 = £34,086.84

(ii) Banked receipts - to note receipts for April 2022: Bank Interest (11.04.2022) = £0.05  
Allotment Rent = £7.33  
South Hams District Council - 1st Precept Payment = £7,690.50

(iii) Grant Requests: Battisborough Playing Field - purchase of a gate and post. RESOLVED to obtain a quote to include installation. **ACTION: Cllr Sherrell**

(iv) RESOLVED to make the following payments: -

Payee	Description	Gross	VAT	Net
Mrs T Drew	Clerk - April 2022 Salary	£465.09	-	-
HMRC	HMRC	£19.00	-	-
HMRC	HMRC	£5.80	-	-
Mrs M Venton	Cleaning of Holbeton Public Toilets - April 2022	£81.00	-	-
Holbeton Village Hall	Hire of Holbeton Village Hall for PC meetings	£48.00	-	-
EDF	Electricity Reading Rooms from 2 March - 1 April 2022	£41.37	£1.97	£39.40
Devonia Web Designs	Review of Parish Council Web Site and May 2022 Maintenance	£990.00	-	-
BHIB Councils Insurance	Insurance renewal	£406.06	-	-
Penny Clapham	Internal Auditor - audit of accounts 2021/2022	£64.90	-	-
ICO	Data Protection Fee = Direct Debit on 10 May 2022	£35.00	-	-

## 009/22 (continued)

(v) RESOLVED to approve Financial Statement

### Financial Statement

Lloyds Bank Business Account bank statement as at 11 April 2022 :	£5,000.00			
Lloyds bank Treasurers Account bank statement as at 14 April 2022:	£34,086.84			
	<b>Total =</b>	<b>£39,086.84</b>		
Less: any un-presented cheques	001580	-£19.00		
	001581	-£60.00		
	001582	-£48.00		
	001584	-£100.00		
	001586	-£120.00		
	001587	-£137.89		
	001590	-£74.73		
	001591	-£28.00		
	001592	-£500.00		
	001593	-£5.80		
Plus: any un-banked cash/cheques	None	£0.00		
	<b>Total Funds =</b>	<b>£37,993.42</b>		
		PRECEPT 2022/2023 = £15,381		
<b>Total uncommitted funds =</b>	<b>£37,993.42</b>	Minus earmarked reserve	<b>£34,400</b>	<b>= £3,593.42</b>

(vi) Review Holbeton Parish Council expenditure/income to date.

(vii) RESOLVED to approve the Year Accounts 2021/2022.

### 010/22 BHIB INSURANCE (3 year contract w.e.f. 2021)

Parish Councillors reviewed the three year deal with current insurance company.

### 011/22 TO APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2021-2022

RESOLVED to approve Section 1 of the Annual Governance Statement 2021-2022.

### 012/22 TO APPROVE SECTION 2 ACCOUNTING STATEMENTS 2021-2022

RESOLVED to approve Section 2 Accounting Statements 2021-2022

### 013/22 DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Clerk informed Parish Councillor the dates for the period for the exercise of public rights is 13 June - 22 July 2022.

### 014/22 HOLBETON PUBLIC TOILETS

- Transfer of building to the Parish Council - waiting for a response from SHDC re. Western Power and the responsibility for the electricity supply.

- Agree employment of Marion Venton to clean and look after Holbeton Public Toilets and agree Contract of Employment/Job Description/Job Risk Assessment and Parish Council point of Contact for The Pensions Regulator.

**ACTION: Cllr Flower**

#### **015/22 APPROVE WEBSITE ACCESSIBILITY POLICY**

RESOLVED to adopt the Website Accessibility Policy.

#### **016/22 ALLOTMENT REFUND**

RESOLVED to refund £7.33 to the new hirer of Plot 7 and no allotment rent to apply for 12 months (1 August - 31 July (inclusive)). This is due to the condition of the plot at the time the hirer took possession. **ACTION: Clerk**

#### **017/22 FEEDBACK FROM WEEKLY BIKE TRACK AND PARISH DEFIBRILLATORS INSPECTIONS - Cllrs Reece/Sherrell**

No major issues raised.

RESOLVED to ask James Curtis to strim the bike track. **ACTION: Cllr Sherrell**

#### **018/22 PARISH LENGTHSMAN**

RESOLVED Cllr Melhuish will meet with Tony Henderson. RESOLVED to pay £15.00 per hour. **ACTION: Cllr Melhuish**

#### **019/22 REVIEW OF ASSET REGISTER**

A review took place of the asset register.

#### **020/22 APPROVE ASSET REGISTER POLICY**

RESOLVED to adopt the Asset Register Policy.

#### **021/22 REVIEW OF PLANNING POLICY**

RESOLVED to make no amendments.

#### **022/22 REPORTS FROM PARISH COUNCILLORS**

Cllr Baumer reported that a meeting has been arranged tomorrow (05/05/2022) with Tom Whitlock ACIEEM Ecologist at Devon County Council, to look at the road verges in Holbeton and Luson cross and also discuss future management/verge maintenance.

#### **023/22 CORRESPONDENCE TO NOTE**

Email from Parishioner - re. planning applications at South Battisborough

Email from Parishioner - re. clarification on swimming pool planning application Lawn Field

Email from Parishioner - agreement between Parish Council and Swift Football - RESOLVED to liaise with Flete as they are the landowners. **ACTION: Cllr Sherrell**

## 024/22 TO CONFIRM PARISH COUNCIL MEETING DATE AND VENUE

RESOLVED that a planning meeting to discuss planning application 0868/20/ARM, will take place on **Thursday 19 May 2022** in Holbeton Village Hall at **7.00 pm**.

The next Parish Council meeting will take place on **Tuesday 14 June 2022** in Holbeton Village Hall at **7.30 pm**.

The meeting closed at 9.45 pm.

*John Sherrell*

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(Holbeton Parish Council Chairman)

Date: 14 June 2022

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

### Dementia Friendly Parishes Around The Yealm



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.