

MINUTES OF ANNUAL MEETING OF HOLBETON PARISH COUNCIL HELD ON 16 MAY 2023 AT 7.00 PM IN HOLBETON VILLAGE HALL

Present: Cllrs John Sherrell (Chair), Mike Reece, Harry Baumer, Tony Callcut, Nirosha Gunatillake

County / District Councillor Dan Thomas

Teresa Drew - Clerk

Parishioners: 0

001/23 APOLOGIES FOR ABSENCE

Apologies accepted from Stephen Brown.

002/23 ELECTION OF CHAIR

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

003/23 DECLARATION OF INTERESTS

Cllr Reece - committee member of the Holbeton Village Hall.

004/23 REPORTS

(a) County / District Councillor Daniel Thomas

County Council

Find out about grants and funding for businesses and community groups in Devon

Devon County Council's recent *Cost of Living Spotlight Review* looks at the scope for improving our offer to communities that are struggling with increasing costs. The review highlights the financial pressures facing community and voluntary organisations that provide support to vulnerable people. For many of these organisations, grant funding can be a lifeline.

Devon Funding News is published by the Economy, Enterprise & Skills team to provide information about grants, loans and other financial support that organisations in Devon can apply for. This might be a £500,000 research grant for a business partnership or £500 to help a local voluntary group.

You can search Devon Funding News for live funding opportunities and subscribe to the site for regular updates straight to your inbox. The service is free of charge and available to anyone in Devon who wants to keep up to date with the latest funding news. Find out more at www.devon.gov.uk/fundingnews

Did you know that we also offer a grant search service? We subscribe to Grantfinder - a database of over 7,000 funding opportunities. We can search the database to find grants suitable for all kinds of projects across Devon. Please get in touch if you are looking for funding for a business, charity or community group in your area. Contact funding@devon.gov.uk

004/23 REPORTS (continued)

District Council

The recent elections have seen something of a change at Follaton. The previous Council composition was 16 Conservatives, 9 Liberal Democrats, 3 Greens and 2 Independent members. Last Thursday saw the election of 19 Liberal Democrats, 7 Conservatives, 3 Greens, 1 Labour and 1 Independent Member. As such, the Liberal Democrats have now taken outright control of the District Council for the first time since its creation in 1974.

There will be an Annual Meeting on 25th May where roles and responsibilities will be formally ratified. Cllr Baldry has been replaced as one of our ward members by Cllr Tom Edie. Tom lives in Noss Mayo - he is working away this week but looks forward to meeting you all next month.

(b) Questions from the public and Councillors

None.

005/23

- (a) Election of Vice-Chair - *RESOLVED Cllr Callcut*
- (b) Election of Committees: -
 - Planning (all Councillors),
 - Holbeton Reading Rooms maintenance (all Councillors),
 - Finance Committee - Parish Clerk RFO and 3 Councillors who will also be signatories for cheques - *RESOLVED Cllrs Sherrell, Baumer and Callcut*
 - Parish Tree Warden - *RESOLVED Tom Flint*,
 - Representative on the Holbeton Village Hall Management Committee - *RESOLVED Cllr Reece*
- (d) Footpaths - *RESOLVED Joe Clarke*
- (e) Parish Council Web Site - *RESOLVED DB Computer Repairs (£45.00 a month) and Parish Clerk to maintain website and Facebook page.*
- (f) Snow Warden - *RESOLVED Cllr Reece*
- (g) Review of hire cost for the Parish Rooms, currently £15.00 for a four hour hire - *RESOLVED no increase*
- (h) Review of allotment rents - *RESOLVED no increase*
- (i) Checking of parish defibrillators - Battisborough Cross & Holbeton - *RESOLVED Cllr Reece*
- (j) Dementia Friendly Parishes Around the Yealm & Four Rivers Dementia Alliance Parish Representative - *RERSOLVED Mr P Hearn*
- (k) Holbeton Parish Council Climate Change Sub-Committee - *RESOLVED Cllrs Sherrell, Baumer, Gunatillake, Callcut*
- (l) Yealm Environmental and Climate Action Network, Parish Council representative - *RESOLVED 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." *RESOLVED the Parish Councillors 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.*

006/23 PAST SUBJECT MATTERS FOR THE PURPOSE OF REPORT ONLY

Youth Club - plan is to start the Youth club within the next couple of months

30mph speed limit signs at Battisborough Cross - Signs are being made

Litter picking - Clerk to seek information

007/23 APPROVAL OF PARISH COUNCIL MEETING MINUTES

RESOLVED to approve and sign the Parish Council Meeting minutes of 11 April 2023 (as previously circulated). The minutes were duly signed by the Chair.

008/23 PLANNING

None.

009/23 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
Hire of Reading Rooms = £13.00

(iii) RESOLVED 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	-	-
Holbeton Village Hall	Hire of function rooms - April 2023	£64.00	-	-
Holbeton Village Hall	Hire of main hall & kitchen - bee event evening session - minute ref. 178/22 April 2023 minutes	£48.00	-	-
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
Mythic Beasts	Wordpress shared	£210.00	£175.00	£35.00
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 Brownsell 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 Hollett	Reimbursement for the purchase of toilet plunger for Holbeton Public Toilets	£17.00	-	-
Mrs C Howarth - Holbeton Coronation Committee	Provision of live music at Village Hall for Coronation event 07/05/2023	£380.00	-	-

(iv) RESOLVED to approve Financial Statement

Lloyds Bank Business Account bank statement as at 11 April 2023 :	£5,000.00	
Lloyds bank Treasurers Account bank statement as at 14 April 2023:	£21,821.87	
	Total =	£26,821.87
Less: any unpresented cheques	001700	-£40.00
	001691	-£40.00
	001716	-£31.60
	001718	-£40.00
	001721	-£310.00
	001722	-£163.89
	001723	-£20.00
	001727	-£154.40
	001728	-£72.00
	Total Funds =	£25,949.98

009/23 FINANCE (continued)

(v) Parish Councillors reviewed the Holbeton Parish Council expenditure/income to date

(vi) Grant Request(s) - None

(vii) RESOLVED to approve End of Year Accounts 2022/2023

010/23 BHIB INSURANCE (three year contract w.e.f. 2021)

Parish Councillors reviewed the three year deal with current insurance company. The total premium due £414.17, by 1 June 2023.

011/23 ANNUAL INTERNAL AUDIT 2023/2023 - TO RECEIVE THE INTERNAL AUDITOR'S REPORT

No comments raised.

012/23 TO APPROVE SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2022-2023

RESOLVED to approve Section 1 of the Annual Governance Statement 2022-2023.

013/23 TO APPROVE SECTION 2 ACCOUNTING STATEMENTS 2022-2023

RESOLVED to approve Section 2 Accounting Statements 2022-2023.

014/23 DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

RESOLVED the Clerk to advertise the dates for the period for the exercise of public rights is 5 June - 14 July 2023.

015/23 HOLBETON PUBLIC TOILETS

- Transfer of building to the Parish Council - SHDC reported that the National Grid have been to the public toilets to review the power supply. SHDC are currently in the process of creating a MPAN for the public toilets with National Grid. The 'cut out requires a replacement' and the National Grid are in the process of scheduling the works which they have indicated the earliest date would be the end of June.

- Vandalism - the incidents have been reported to the Police.

016/23 FEEDBACK FROM WEEKLY BIKE TRACK AND PARISH DEFIBRILLATORS INSPECTIONS - Cllrs Reece/Sherrell

Bike track needs to be strimmed. RESOLVED Cllr Sherrell will arrange a contractor to strim the track. **ACTION:** Cllr Sherrell

017/23 REVIEW OF ASSET REGISTER AND ASSET REGISTER POLICY

RESOLVED to make no amendments.

018/23 REVIEW OF PLANNING POLICY

RESOLVED to make no amendments.

019/23 ESTABLISHING A DEVON AIR AMBULANCE COMMUNITY LANDING SITE AT BATTISBOROUGH CROSS

Cllr Reece has received an email from Devon Air Ambulance - discussion ensued and it was RESOLVED the Clerk to ask a representative from Devon Air Ambulance to attend the parish council meeting in June 2023. **ACTION: Clerk**

020/23 REPORTS FROM PARISH COUNCILLORS

Cllr Baumer - wishes to stand down in two years time from chairing the meetings of the Holbeton Parish Council Climate Change Sub-Committee. Suggested additions to their meeting minutes have been sent to South West Water, and their response is awaited. RESOLVED that Chris Flower may remain on the subcommittee as a non councillor member.

Cllr Sherrell - the feedback from a Village Hall Committee member is that no commitment could be given in advance of a satisfactory feasibility study on installing an electric vehicle charging point at the village hall, discussion ensued on other possible areas in the village.

Cllr Reece - portable appliance testing at the Reading Rooms has been completed. RESOLVED to repair windows. **ACTION: Cllr Reece.**

Cllr Callcut - waiting for the Lengthsman to carry out the repairs at the play park.

021/23 EMAIL ADDRESSES FOR PARISH COUNCILLORS

RESOLVED the Clerk to set up individual Parish Council email address. **ACTION: Clerk**

022/23 CORRESPONDENCE TO NOTE

Email from Parishioner - Water channel rather than pothole repair? - RESOLVED Cllr Sherrell will liaise with Devon County Council Highways.

023/23 TO CONFIRM PARISH COUNCIL MEETING DATE AND VENUE

The next Parish Council meeting will take place on **Tuesday 13 June 2023** in Holbeton Village Hall at **7.30 pm**.

The meeting closed at 7.45 pm.

John Sherrell

(Holbeton Parish Council Chair)

Date: 13 June 2023

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.