

# Clayhidon Parish Council

14<sup>th</sup> May 2024

To: All Members of Clayhidon Parish Council

Dear Councillor

You are duly summoned to attend a meeting of **Clayhidon Parish Council** to be held at the Parish Hall on **Monday 20<sup>th</sup> May at 7.45pm**. The meeting is open to the press and the public.

Yours sincerely

Susan McGeever  
**Parish Clerk**

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## AGENDA

1. **To elect** Chairman and receive declaration of acceptance of office
2. **To elect** Vice-Chairman and receive declaration of acceptance of office
3. **Welcome by Chairman, apologies for absence and introductions**
4. **Declarations of Interest/Dispensations**  
**To receive** any declarations of interest relating to business to be conducted at this meeting and  
**To consider** any dispensation requests and confirm any relevant dispensations.
5. **Minutes of Previous meetings** to approve minutes of the meeting on 8 April 2024.
6. **Public Participation**
7. **Planning**
  - 7.1 **To consider** the following planning applications:  
No planning applications have been received.
  - 7.2 **To note** the following planning decisions:  
  
**24/00387/HOUSE – APPROVED 2 May 2024**  
Proposal: Erection of a rear extension  
Location: Beech Cottage Smeatharpe Honiton Devon
8. **Finance**

The latest account and budget information had been circulated to councillors.

<b>8.1</b> Unity Bank Current Account		
Balance on 31 March 2024	£2146.65	
Plus receipts:		
Internal transfer	£2500.00	£4646.65
Less invoices paid:		
S McGeever wages	£ 844.10	
Blackdown Hills Parish Network	£ 80.00	
Chris Houghton	£ 643.50	

Bridport Radio – clayhidon.org.uk	£ 100.00	
Savills	£ 323.00	
DALC (membership)	£ 196.81	
Clayhidon Village Hall grant	£2000.00	
S McGeever expenses	£ 99.48	
HMRC (PAYE)	£ 252.00	£4538.89
Balance on 30 April 2024	£ 107.76	

A transfer of £2000 has been made on 14 May 2024 from the Instant Access account to the Current Account.

Payments requiring authorisation from last meeting:

Blackdown Support Group (grant)	£ 750.00
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### 8.2 Unity Bank Instant Access Account

Balance on 31 March 2024	£52495.80
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Credits:

MDDC (Precept)	£ 5125.00	£57620.80
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Less payments:

Internal Transfer	£ 2500.00	£ 2500.00
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Balance on 30 April 2024	£55120.80
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(includes Mary Parsons Gift Trust)

Request to change the address needs to be completed.

### 8.3 Signing of the contract for the Parish Clerk/RFO.

### 8.4 Internal audit

The year end accounts have been sent to the Parish Council and the accountant.

The following advice has been received regarding the Mary Parsons Gift Trust.

*This is a small council, below £25,000. As it prepares receipts and payments accounts, it will need to show the receipt arriving (even though it shouldn't have) and the payment being made in the accounts. This will push the council into the over £25,000 band and require an external audit for at least one year, or two if the receipt and the payment occur in different financial years.*

All efforts should be made to transfer the monies out of the Parish Council account during the year 2024/25.

### 8.5 Financial regulations

As advised by DALC, new financial regulations have been issued by NALC and a document will be prepared for the next meeting.

### 8.6 Purchase of a Parish Computer

It would be advisable for the Parish Council to have its own laptop to ensure continuity.

The cost is likely to be between £250 and £400 depending on the model.

## 9. Annual Return

The annual return will be prepared for the June 2024 meeting following the completion of the internal audit and submitted to the External Auditor in accordance with the timescales provided.

## 10. General Power of Competence

The Parish Council is not eligible to adopt the General Power of Competence as the current Clerk is not CILCA qualified.

The Clerk is undertaking the qualification.

## **11. Policies and Procedures**

To review and adopt the policies of the Parish Council:

- Code of Conduct
- Standing Orders
- Financial Regulations (to be updated)

## **12. Clerk Update and Correspondence**

Website

A redirect has been placed on the old website

Email addresses

Ongoing

Locality Budget for a new village sign

The sign has been ordered and the monies (£250) will go directly to Highways with the Parish Council being invoiced for the remaining monies (£250)

Emergency Plan

There is a meeting on 12 June 2024 from 7-9pm at the Magelake Pavillion in Uffculme with Devon Communities Together and MDDC representatives to inform local Parish Councils on how to create an Emergency Plan. Parishes will also receive visit to look at any local issues.

The Portrait of King Charles III

The portrait has been received and will be hung in the Village Hall

Visit to Neroche Wild Area

## **13. County Council Report**

**To note** Councillor Radford's report

## **14. District Council Report**

**To receive** Councillor Clist's report

## **15. Highways/Footpaths**

**15.1** Appointment of the lengthsman

**15.2** Appointment of the Footpaths representative

**15.3** Purchase of equipment for potholes – approval awaited.

## **16. Clayhidon Charity, Mary Parsons Gift Trust, Mary Waldron & John Griss Charity**

**To receive** any relevant information.

Following discussions with the Charity Commission, only a Trustee can make changes to the information held and the Parish Council has been advised accordingly.

Documentation on how to combine charities has been circulated to the Parish Council.

### **16.1 Clayhidon Charity**

Appointment of Trustees:

Jamie Blackmore

Nicholas King

The late Donna Evans

Submission of annual report.

Financial Information	
HSBC 4705 to 21 April 2024	£660.03*
HSBC 4713 to 21 February 2024	£514.52

\* monthly charge of £5.00 deducted and a payment of £10.00 received.

Action required on bank accounts as currently classed as inactive and need to be re-activated to allow for a cheque covering a Wayleave Payment of £3.06 to be deposited.

Changes can only be made by a signatory to the account.

#### **16.2 Mary Parsons Gift Trust**

The Parish Council does not have any Trustee representation and consideration might need to be given to the second field.

The funds received from the sale of the first field need to be invested.

#### **16.3 Mary Waldron**

The Parish Council does not have any Trustee representation.

#### **16.4 John Griss Charity**

The Secretary now has access to the Charity Commission login to be able to make amendments to the address etc.

The Parish Council is the sole Trustee.

Submission of annual report.

Report on the Open Meeting on 17 April 2024.

The insurance policy has been renewed (Rose Cottage has been removed) at a premium of £593.95 paid by direct debit.

The signed Fisheries Lease has been received.

The Rural Payments Agency's records have been updated to reflect the new secretary's details.

### **17. Items raised by Chairman**

### **18. Items raised by Councillors**

### **19. Dates of the Council Meetings for the year 2024/25**