

**Minutes of the Clayhidon Parish Council Meeting
Held at Parish Hall, Clayhidon, at 7.30pm on Monday 12 August 2024**

Present:

Councillors Saunders (Chair), Bendle, Drew, Kidner and Weekes.
Mrs S McGeever (Parish Clerk) was also present.

12082024/1. Welcome by Chairman, apologies for absence and introductions

Mr Saunders (Chair) opened the meeting at 7.30pm and welcomed those present to the meeting.

Apologies had been received from Councillors Blackmore and King together with Councillor Clist (MDDC) and Councillor Radford (DCC).

12082024/2. Declarations of Interest/Dispensations

There were no declarations of interest.

12082024/3. To approve minutes of the meeting on 8 July 2024

It was RESOLVED that with minutes of the meeting of 8 July 2024 should be signed by the Chairman as a true and accurate record of the meeting.

PROPOSER: Councillor Kidner

SECONDER: Councillor Weekes

DECISION: unanimous by those present at the last meeting

12082024/4. Public Participation

There were no members of the public present.

12082024/5. Planning

5.1. To consider planning applications received for consultation:

No planning applications for Clayhidon had been received.

5.2 To note the following planning decision:

24/00892/PNAG – APPROVED 12 July 2024

Proposal: Prior Notification for the erection of an agricultural storage building

Location: Land at NGR 315221 112521 Bolham Farm Hemyock Devon

12082024/6. Finance

The Clerk had circulated the latest account and budget information to councillors.

6.1 Unity Bank Current Account

Balance on 30 June 2024	£1217.00	
Less payments		
C Houghton	£ 624.00	
HMRC	£ 229.40	
S Aldworth	£ 220.00	
S McGeever	£ 918.06	
DALC	£ 18.00	
HMRC	£ 66.40	£2075.86
Receipts		
Transfer	£3000.00	
Balance on 31 July 2024	£2141.14	

The two bolded payments were entered into the system in July 2023 and appear in the 2023/24 accounts. Unity Trust Bank have advised that they were annotated for payment in 2024.

DALC have been in contact to say that they have received a double payment and will re-imburse the sum of £18.00. The next payroll run at the end of September should indicate if HMRC have also received a double payment.

The Clerk had received an invoice from the lengths man to cover pothole repairs utilising all 52 tubs of tarmac. The invoice was for £795.00 which included the hire of equipment. (see Highways)

The Parish Council RESOLVED to authorise the above payment.

PROPOSER: Councillor Saunders

SECONDER: Councillor Weekes

DECISION: unanimous

Action: Clerk to set up online payment

6.2 Unity Bank Instant Access Account

Balance on 30 June 2024	£53490.65
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Less payments

Transfer	£ 3000.00
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Balance on 31 July 2024	£50490.65
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(includes Mary Parsons Gift Trust)

A new application to change the address on the accounts had been completed and was signed at the meeting by two signatories.

Action: Clerk to submit

The cumulative bank reconciliation from 1 April 2024 to 31 July 2024 had been prepared for signature by the Chairman and was duly signed.

The Parish Council noted that the External Audit was underway.

6.3 Signing of the contract for the Parish Clerk/RFO.

The contract which had been prepared in September with a start date of 1 October 2023 was duly signed and backdated to the October 2023 meeting.

6.4 Financial Regulations

The new model financial regulations had been prepared and circulated to councillors prior to the meeting.

The accompanying notes indicated sections in bold which could not be amended and sections which could be amended to reflect each individual Parish Council's requirements based on their operating practices and precept size. Where a section may be applicable in the future, such as a debit card for the clerk – the preferred option to using a personal debit card for online purchase, the section had been included.

The Parish Council RESOLVED to approve the Financial Regulations.

PROPOSER: Councillor Saunders

SECONDER: Councillor Drew

DECISION: unanimous

Action: Clerk to update website and check against the current standing orders

6.5 Parish Council Computer

The Blackdown Repair Café had donated a laptop complete with case and mouse to the Parish Council which it believed would be sufficient for the clerk's needs. The clerk would set the computer up and use Microsoft 365.

A donation of £25.00 had been suggested but following discussion this was raised to £50.00.

The Parish Council RESOLVED to authorise the above payment.

PROPOSER: Councillor Weekes

SECONDER: Councillor Saunders

DECISION: unanimous

Action: Clerk to set up online payment

6.6 Grant requests

The grant request from The Pump was considered by the Parish Council.

The Parish Council RESOLVED to provide a grant of £100.

PROPOSER: Councillor Weekes

SECONDER: Councillor Saunders

DECISION: unanimous

Action: Clerk to set up online payment

The grant request from The Harvest Supper group for the event that would take place on 3 October 2024 was considered.

The Parish Council noted a payment of £50.00 in 2023/24 but believed either the John Griss Charity or the Clayhidon Charity had made a grant of £600.00.

Given the increased funds available to The Clayhidon Charity, it was felt a donation from the charity would be more appropriate.

Action: Clerk to check previous accounts and report to September meeting

A thank you email had been received from the CAB for the grant provided.

12082024/7. Clerk Update and Correspondence

Locality Budget for a new village sign

The date for delivery of the sign was still awaited.

Emergency Plan

The Parish Council RESOLVED to bring this item forward to the September meeting with a view to combining a parish Emergency Plan meeting with another public meeting for the John Griss Charity. This should maximise attendance.

Neighbourhood Plan

The Clerk advised that a talk was being arranged for several parishes September/October and the time and a date would be provided at the next meeting. Given the change of Government and the increase announced in the number of houses being built throughout England, neighbourhood plans would become increasingly important as local authorities came under pressure to meet the new targets. The Parish Council expressed its concern that most houses being built were not affordable to residents particularly those working in farming and associated industry. A formation of a neighbourhood plan would help to ensure that affordable homes were a priority and allow consultation with parishioners.

Consultation on Licensing

Mid Devon District Council is currently consulting on the following two documents:

Licensing Act 2003 - Statement of licensing policy

Gambling Act 2005 - Statement of principles

Responses were required by 23/8/2024. The Parish Council asked the Clerk to write and circulate a response expressing their concern that changes should take into account the rural community and that rural locations with temporary event licences should not be allowed to increase their operation bearing in mind that the only mode of transport was by car with the possibility of an increase in drunk driving on unpoliced rural roads.

Website/email addresses

The Clerk confirmed that it was best practice for all councillors to use a gov.uk email address for Parish Council business. Councillor Saunders was concerned some parish councillors found the need to look at more than one email time-consuming but he would speak to each councillor individually.

The Clerk was currently using both the .gmail and the gov.uk email to ensure all councillors received the information on meetings and consultations.

Ideally, all emails arriving in the gmail account should be forwarded to .gov.uk and not saved on the gmail account so only one email account had to be monitored.

Grand Western Canal

MDDC were also consulting on the conservation area surrounding the Grand Western Canal, this would be placed on the agenda of the next meeting.

12082024/8. County Council Report

No report had been received from Councillor Radford who would look to attend the September meeting.

12082024/9. District Council Report

No report had been received from Councillor Clist who would look to attend the September meeting.

12082024/10. Highways/Footpaths

Highways

The Clerk had followed up on her contact with Highways again regarding the application for a wacker plate. The Parish Council noted that the Lengths man was currently hiring equipment which added to the costs of the work to repair potholes.

Action: Clerk to monitor

Footpaths

Information was still awaited on the re-direction of footpaths.

05082024/11. Clayhidon Charity, Mary Parsons Gift Trust & John Griss Charity

11.1 Clayhidon Charity

Correspondence had been received from the Charity Commission and no change can take place without an existing Trustee calling them. Councillor Blackmore is still to call the Charity Commission.

Action: Councillor Blackmore/King and Clerk

The Clerk had provided the following financial information:

HSBC 4705 to 21 April 2024 £655.03*

HSBC 4713 to 21 March 2024 £514.52

* monthly charge of £5.00 deducted

A letter had been prepared asking for the accounts to be re-activated, the cheque covering the Wayleave Payment of 0£3.06 to be deposited and the appropriate forms provided to allow for the change of contact for the accounts and the updating of signatories. The letter was signed by the Chair who undertook to obtain Councillor King's signature as a Trustee of the Charity.

Action: Councillor Saunders

Once the bank accounts had been sorted out, requests for grants could be considered.

Information/addresses to enable the letters to be sent regarding rents was required and this would be followed up.

Action: Clerk

11.2 Mary Parson’s Gift Trust

Nothing to report.

11.3 John Griss Charity

At the meeting of the John Griss Charity, it had been decided to open up an account with the Unity Trust Bank and together with two savings accounts.

The Clerk in her capacity as Secretary of The John Griss Charity had prepared the applications for:

- The Unity Trust Bank (current and deposit account)
- Cambridge and Counties Bank (one-year fixed bond)
- United Trust Bank (one-year fixed bond)

The interest rates were 5.00 and 5.10% at the time application.

All the above banks were covered by the FSCS.

To expedite the applications, the signatories would be Councillors Drew, Kidner and Weekes with the Secretary as the administrator. Councillors Blackmore, King and Saunders would be added at a later date.

The Charity had received a grant request from Hemyock Skatepark and this would be considered when more information was available and may, possible, be more appropriate for The Clayhidon Charity.

It was noted that there was still work to do for the Open Day at Hartsmoor Fishery on 1 September 2024 including the risk assessment and event licence. Councillor Kidner was meeting with Mr Don to organise the risk assessment and the Secretary would organise the event licence in conjunction with the Village Hall and check if any additional insurance was required. Councillor Drew was organising the food, the Village Hall the bar, the band had been booked and white boards to give information would be sourced.

It was noted additional marketing was required to promote the fishery. Councillor Kidner had been given more information relating to John Griss which could be included in any display. Location of the old photographs of the lakes being prepared were believed to be existence.

12082024/12. Items raised by Chairman

The Chairman advised that there was a possibility that he would be moving out of Clayhidon, and this would be known by the next meeting.

08072024/13. Items raised by Councillors

Councillor Bendle raised the question of invoicing for the hay taken off Garland Bowers and this would be brought to the next meeting.

Action: Clerk

08072024/14. Date of the Next Council Meeting

The next Parish Council Meetings would take place on:

9 September 24 - Full Council Meeting

The Meeting would be held in the Parish Hall starting at 7.30pm.

Signed..... Date.....
Chairman