

The annual council meeting was held in the Village Hall on Wednesday 11th May 2011 at 7:30. Chairman Cllr Mason.
Present: Cllrs Brown, Clarke-Irons, Forrester, Frost, Killingback, Mason, Pratt, Sellers, Turner, Whiting; D Cllr Thomas and 4 members of the public.

1. **Election of Chairman:** Cllr Mason was proposed by Cllr Pratt and seconded by Cllr Whiting. He was elected unanimously. The Clerk received his declaration of acceptance of office.
Election of Vice Chairman: Cllr Whiting was proposed by Cllr Turner and seconded by Cllr Pratt. He was elected unanimously.
 The Clerk received declarations of acceptance of office from all remaining councillors.
2. **Appointment of Officers and Committees etc:** the following appointments were made:

RFO	Clerk
Internal Auditor	Cllr Brown
Tree Warden	Mr D Sole (who was thanked for all his work)
Planning Committee	Cllrs Brown, Frost, Turner, Whiting
Finance Committee	Cllrs Brown, Killingback
Footpaths working party	Cllrs Forrester, Turner, Whiting
Maintenance supervisor	Cllr Pratt
Children’s Playground supervisor	Cllr Forrester
Emergency Plan working party	Cllrs Forrester, Frost, Sellers, Turner and Whiting

The following representatives to serve on outside bodies as Council representatives:

Village Hall	Cllr Pratt
King George Field	Cllr Killingback
Uplyme Charities	Mrs B Denham
Ring & Ride	Cllr Clarke-Irons
Police Liaison	Cllrs Sellers and Turner
School Trustee	Cllr Frost

3. **Adoption of Minutes:** The minutes of the April 2011 meeting were adopted and signed.
4. **Apologies for absence:** none
5. **Matters arising:** none.
6. **Planning:**

Applications dealt with by Planning Committee

- **Primrose Way Lyme Road** Replacement dwelling, fences and alterations to existing access. *Owing to financial constraints, the Parish Council has formed no collective view on this application. Individual councillors on the Planning Committee have responded as follows: We have no objections to this application.*
- **Lymewood Retirement Home Lyme Road** Installation of platform lift and replacement second floor window. *Owing to financial constraints, the Parish Council has formed no collective view on this application. Individual councillors on the Planning Committee have responded as follows: We have no objections to this application.*

Applications dealt with at the meeting by the Council

- **Sunnymead Yawl Hill Lane** Extension to form entrance porch. Poor documents based on incorrect plans. No site notices and only one neighbour advised – too little in PC’s view. Cllrs Forrester and Brown declared a personal interest and took no further part in the discussion. It was resolved that the application for Sunnymead should be objected to on grounds of the incorrect base plans (proposed Cllr Whiting , seconded Cllr Turner).
- **Brookfield Wadley Hill** Construction of single storey extension. It was resolved unanimously that the Council had no objections to this application (proposed Cllr Whiting , seconded Cllr Turner).

- **Lynwood Lime Kiln Lane** Construction of ground and first floor extensions to include raising of the roof and dormer windows (demolition of existing garage and conservatory). Revised proposal to previous 2010 application to demolish has met some of PC's concerns. Planning Committee will discuss a response in detail.

Applications granted or refused by EDDC since last meeting

- **Tetherdown Whalley Lane** Replacement dwelling and associated works *Granted with conditions*
- **2 Cuckoo Hill** Construction of 3 bedroom bungalow (as annex) *Refused*
- **Dashwood House Lyme Road** Construction of single storey timber garden room *Granted*
- **Churston Harcombe Road** Loft conversion with dormer window on rear elevation and skylights on front elevation. *Granted*

Other planning. Cllr Whiting will write to EDDC about lack of notice and poor plans re: Sunnymead. Funding for affordable houses should be decided in June or July.

7. **Finance :** The Clerk reported on the position at 30th April 2011:

Bank balances at 30th April 2011		Payments out	
HSBC Current Account	9,115.06	Grounds maintenance	508.33
HSBC Deposit Account	16,236.30	Clerk's expenses	14.66
	<u>25351.36</u>	Clerk's salary	371.11
		Stamps	52.50
Reserves		Playground expenses	23.13
Footpath funds	3913.06	Councillor's allowance & travel expenses	22.93
Uplyme Speed Campaign	879.01	SLCC subscription	95.00
Playground funds	798.61	GIS subscription (OS maps)	20.00
Millennium Copse	2198.78	DALC subscription	301.00
Millennium Tree Fund	55.06	Data Protection registration fee	35.00
Cemetery repairs	5000.00	Axe Valley Ring & Ride donation	250.00
PAYE due	70.80	Citizens Advice Service E. Devon donation	162.00
Total reserves	<u>12915.32</u>	Parish Magazine donation	50.00
		Red Cross donation	50.00
General fund	12436.04	Fields in Trust (KGV field) donation	500.00
Total funds	<u>25351.36</u>	VAT	52.21
			<u>2507.87</u>
		Payments in	
		Bank interest	0.77
		Big Lottery Fund grant	825.00
		Precept	8130.00
		PPP grant	850.00
			<u>9805.77</u>

The Clerk submitted the schedule of current payments for approval. It was resolved unanimously to pay them (proposed Cllr Clarke-Irons, seconded Cllr Sellers).

cheque #	payee, re	amount
100031	G Sims - grounds maintenance	516.67
100032	L Wakeman - Clerk's expenses	13.64
100033	L Wakeman - Clerk's salary	371.11
100034	L Wakeman - advertising	46.80
100035	Communication Arts - web hosting	120.00

DPFA subscription: Cllr Brown recommended that this not be paid, and the Council agreed. Finance Committee will make sure no other ongoing payments need to be made for 2012/13 year.

It was agreed that Finance Committee members should be official device holders for Internet Banking.

It was resolved unanimously that the Annual Parish Meeting should not be advertised officially in the press in future (proposed Cllr Turner, seconded Cllr Brown). Publicity in the Parish News, on noticeboards and the web site will be sufficient given the lack of public interest in the event.

8. **A) Approval of Accounts for year ended March 31st 2011.** The Responsible Finance Officer presented the accounts to the councillors. It was resolved unanimously to approve the accounts for the year ending 31st March 2011. (Proposed Cllr Whiting , seconded Cllr Frost .)
Review of the effectiveness of the system of Internal Audit. The Clerk detailed what systems were in place viz. 1) Financial regulations are in place. 2) All payments are made by cheques signed by two councillors. 3) All payments are authorised by the RFO and approved by the full council. 4) Quarterly audits are carried out by a member of the council. 5) Accounts are audited annually by an independent Internal Auditor and any issues raised are addressed. 6) The Finance Committee oversees and advises on all significant financial matters. It was resolved unanimously that the internal audit was thought to be effective. (Proposed Cllr Clarke-Irons, seconded Cllr Mason .)
- B) Annual Governance Statement.** The Clerk read out the Annual Governance Statement including statements 1 to 9 which were each approved by the Parish Council, and the statement was signed by the Chairman & Clerk.
9. **Footpaths:** The FP co-ordinator summarised the work that still needs doing in the parish, and suggested new footpaths that might be considered (either officially, or on a permissive basis). Still some ongoing work by contractor on posts. FP6 horse gates – Clerk has written to landowners. Map noticeboard – a councillor will ask Keeleys for a key so it can be put right.
10. **Highway matters:** The defects list was circulated. Cannington Lane drainage WP: Cllr Turner has found a Chapter 8 qualified person, and will organise it. A speed advisor will cost 3-5,000 to buy, and DCC would require a £5,000 bond against damage. Clerk to find out from insurance company if it can be insured instead.
11. **Maintenance of Parish Council land:** Contractor’s payment for April was agreed. Protective mesh for trees in cemetery will be installed. Playground will be listed as separate agenda item next month. Cllr Sellers proposed a vote of thanks to Cllr Frost and her husband for clearing up the playground after flooding. Cllr Forrester has cut back trees near the playground. A new rule for the cemetery was agreed, that ashes must be interred either in a biodegradable container or directly in the ground.
12. **Flood relief.** Cllr Mason reported that someone from EDDC will be making a site visit.
13. **County Councillor’s report.** None
14. **District Councillor’s report.** Planning application notices are listed on his web site. School move: progress is being made on purchase option. Diocese meeting will be held this week. Broadband initiative is progressing. Election – polling cards never turned up. Royal Mail is being pursued.
15. **Meetings attended by Councillors:** Cllr Frost attended the school trustees meeting. Mrs Rice is back as headteacher. OFSTED report is outstanding. Of 43 applications for new starters, only 28 could be taken (160 on roll); priority was given to those in the catchment area and siblings. School may federate with Chardstock school. Cllr Clarke-Irons attended the Senior Council of Devon meeting. Approval of expected travel expenses: Cllr Killingback EDDC welcome/refresher day; Cllr Clarke-Irons Ring & Ride quarterly meetings for year. Axminster DAPC quarterly meetings: attendees to be decided at the time.
16. **Correspondence:** the Clerk summarised correspondence received. Cardboard recycling – ideas for skip locations were requested.
17. **Any other business:** The Clerk should put a Tree Warden advertisement in Parish News next year. PC board has been moved to the side of the Filling Station; a letter of thanks from Mrs Denham was circulated.

There being no other business, the meeting closed at 9.20 p.m.

Signed Chairman

Date