

Drewsteignton Parish Council.

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Draft: Minutes of the Annual Council meeting held on Monday 15th May 2023 at 7.30pm in Whiddon Down Village Hall.

Present: Peter Brennan (Chair), Andrew di Battista, Paul Ridgers, Ian Rowe, Julie Macey, John Redman, Anna Imrie

Also in attendance: Alice Turner (Clerk), Borough Cllr Steve Guthrie & 1 member of the public.

BUSINESS TRANSACTED.

1.5.23: Election of Chair

Cllr Brennan called for nominations for the office of Chair.

Cllr Macey proposed that Cllr Brennan be elected as Chair, seconded Cllr Rowe, Cllr Brennan accepted the nomination, no other nominations were received. **All in Favour – Motion Carried (RR2023/001).**

Cllr Brennan signed the declaration of acceptance of office of Chair.

2.5.23 Election of Vice-Chair

Cllr Macey proposed that Cllr di Battista be elected as Vice-Chair, seconded Cllr Rowe, Cllr di Battista accepted the nomination, no other nominations were received. **All in Favour – Motion Carried (RR2023/002)**

Cllr di Battista signed the declaration of acceptance of office of Vice-Chair.

3.5.23 Co-option Vacancies (Clerk)

Cllrs to note that the following vacancies exist following the uncontested election: Whiddon Down 1 vacant seat, Crockernwell 1 vacant seat. Notice of these vacancies has been published and the Council will be in a position to co-opt from 25th May 2023 - Noted.

4.5.23 Apologies for absence – No apologies received.

5.5.23: Minutes of the Last Meeting. [Draft Minutes available on the website by end 12th May.](#)

Cllrs to consider the approval of Minutes of the meeting held Monday 20th February 2023, Monday 20th March 2023, Monday 24th April 2023– Extra-Ordinary Meeting.

Cllr Ridgers proposed that the Minutes of the meetings held on Monday 20th February 2023, Monday 20th March 2023 and Monday 24th April 2023– Extra-Ordinary be signed as a true and accurate record, seconded Cllr di Battista. **All in Favour – Motion Carried (RR2023/003)**

6.5.23: Declarations of Interest & Confirmation of Acceptance of Office Forms.

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated. The Clerk confirmed that all Cllrs had completed their Declarations of Acceptance of Office prior to the meeting. No interests were declared at this time.

7.5.23: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

Borough Cllr Steve Guthrie introduced himself to the Council, giving a brief overview of his background and personal connection to the area.

A member of the public asked if there was any update regarding the Pub.

8.5.23: New Planning Applications Click on the application to view documents. (Chair):

- a) **WDBC: [0734/23/FUL Conversion of existing barn into 2 holiday let units at Martin Farm, Whiddon Down, EX20 2QL](#) – Deadline 18-05-23.**

A site visit was carried out at the invitation of the applicant by Cllrs Brennan, Imrie, Redman & Rowe.

Cllr Rowe gave a summary of the application and a brief overview of the information provided at the site visit, following discussion Cllr Redman proposed that the Council supports application 0734/23/FUL, seconded Cllr Imrie. All in Favour – Motion Carried (RR2023/004)

b) WDBC: 0735/23/LBC Listed Building Consent for conversion of existing barn into 2 holiday let units at Martin Farm, Whiddon Down, EX20 2QL – Deadline 18-05-23.

Cllr Redman proposed that the Council supports application 0735/23/LBC, seconded Cllr Imrie. All in Favour – Motion Carried (RR2023/005)

c) DNPA: Listed Building Consent 0175/23 Replace Cable operating the portcullis mechanism and install handrail to basement staircase at National Trust Castle Drogo, Drewsteignton, EX 6 6PB – Deadline 16-05-2023.

Cllr Ridgers declared a personal interest, in this application due to a former family connection. Following discussion Cllr Macey proposed that the Council supports application 0175/23, seconded Cllr Imrie. 6 in Favour, 1 Abstention – Motion Carried (RR2023/006)

9.5.23: To receive reports from County Cllr. James McInnes – no report received.

10.5.23 Year End Financial documents. (Clerk)

a) To approve Certificate of Exemption from External Audit for the 2022-2023 year.

Cllr Brennan proposed that the Council approve the Certificate of Exemption from External Audit for the 2022-2023 year as presented, seconded Cllr Ridgers. All in Favour – Motion Carried (RR2023/007)

b) To receive Internal Auditors Statement for financial year 2022-23.

Noted by Cllrs.

c) To complete and approve Annual Governance Statement 2022-23.

Chair read statements and Cllrs completed accordingly. Cllr Rowe proposed that the Annual Governance Statement as completed at the meeting be approved, seconded Cllr Imrie. All in Favour – Motion Carried (RR2023/008)

d) To approve Annual Accounting Statement 2022-23 & supporting documents as circulated to Cllrs.

Cllrs received the Explanation of Variances & year-end bank reconciliation along with the Annual Accounting statement.

Cllr Imrie proposed that the Annual Accounting Statement 2022-2023 and supporting documents as presented be approved, seconded Cllr Macey. All in Favour – Motion Carried (RR2023/009)

e) Dates for Exercise of Public rights. To consider arrangements.

Following discussion, it was agreed that if a replacement Clerk had not been found that the Clerk would post the Exercise of public rights notice, with the Chair as contact, before the termination of her employment.

f) Cllrs to approve the Asset Register as of 31st March 2023.

Cllrs reviewed the asset register and agreed to ascertain the location of assets at Drewe Arms. Cllr Brennan proposed that the Council approve the Asset register as of the 31st March 2023 as presented, seconded Cllr Imrie. All in Favour – Motion Carried (RR2023/010)

g) To receive and approve the Year End 2022-23 Budget report and virements as circulated to Cllrs.

The Year End 2022-23 Budget report and virements can be found in Appendix A. Cllr Ridgers proposed that the Council approve the Year End 2022-23 Budget report and virements as circulated, seconded Cllr Redman. All in Favour – Motion Carried (RR2023/011)

11.5.23 Annual Review and approval of: (Chair)

a) Annual Subscription to NALC/DALC (invoice to be presented at the meeting)

Cllr Brennan proposed that the Council approve the renewal of the Annual membership to NALC/DALC at a cost of £220.82 inc. VAT, seconded Cllr Ridgers. All in Favour – Motion Carried (RR2023/012) *Power to spend: LGA 1972 s.143 (1)(b)* *Budget: Prof. Fees/Subs*

b) Approval of Cllrs membership on external groups

Cllr Brennan proposed that the Council approve the appointment to groups as discussed, seconded Cllr di Battista. All in Favour – Motion Carried (RR2023/013) See table below.

Description	Current appointments:
Whiddon Down Village Hall	Cllr Ian Rowe
Drewsteignton Car Park	Cllr John Redman
Drewsteignton Village Hall	Cllr Julie Macey
Dartmoor National Park Authority	Cllr Peter Brennan
Eastern Links	Cllr Anna Imrie
Playing Field Committee	Cllr Andrew di Battista
Snow Warden	Cllr John Redman
Drewsteignton Parish Facebook Page	Clerk / Cllr Imrie
Parish Post	Cllr Peter Brennan

c) To Confirm Membership of H.R Committee.

Cllr Brennan proposed that the Council approve the following membership of the H.R Committee; Cllrs Redman, Imrie, Macey & Brennan, seconded Cllr Redman. All in Favour – Motion Carried (RR2023/014)

d) To Review & Approve the Council’s insurance. Documents presented at meeting.

Cllr Brennan proposed that the Council approve the payment of Insurance renewal invoice for year 2 of a 3year LTA at a cost of £487.88, seconded Cllr Rowe. All in Favour – Motion Carried (RR2023/015) *Power to spend: LGA 1972 s.111 Budget: Admin/Insurance.*

12.5.23: Current & New Business.

a) Cllrs to consider Meeting dates & Venues from May 2023 to May 2024. (Clerk).

Following discussion Cllr Brennan proposed that the Council approve the meeting dates and venues as discussed, seconded Cllr Rowe. All in Favour – Motion Carried (RR2023/016) See table below.

Meeting Date (Mondays)	Venue
19 th June 2023	Drewsteignton Village Hall
17 th July 2023	Drewsteignton Village Hall
18 th September 2023	Whiddon Down Village Hall
16 th October 2023	Drewsteignton Village Hall
20 th November 2023	Whiddon Down Village Hall
11 th December 2023	Whiddon Down Village Hall
15 th January 2024	Whiddon Down Village Hall
19 th February 2024	Whiddon Down Village Hall
18 th March 2024	Drewsteignton Village Hall
15 th April 2024	Whiddon Down Village Hall
20 th May 2024	Drewsteignton Village Hall

b) Consideration of remedial works by the Bus Shelter in Drewsteignton. (Cllr di Battista)

Cllrs reported that the works had been carried out – no additional works needed.

13.5.23: Finance (Clerk) Documents available at the meeting.

a) To approve financial schedule of payments as presented at the meeting.

The Clerk presented [the financial schedule as can be seen in Appendix B.](#)

Cllr di Battista proposed that the Council approve the financial schedule as presented, seconded Cllr Imrie. 6 in Favour, 1 Abstention – Motion Carried (RR2023/017)

14.5.23 Cllr Reports & items for future agendas:

- Cllr Ridgers reported on the Drewe Arms. The Asset of Community Value (ACV) application is in the consultation stage which should end early to mid-June.
- Cllr Brennan has forwarded information for community funding to the Community Group in relation to the purchase of the Drewe Arms.
- Cllr Rowe reported that the Whiddon Down Village Hall AGM will be held soon.
- Cllr di Battista reported that there has been no activity at the Quarry recently.

- Cllr di Battista reported that Handrail on the steps leading from Knowle lane has been replaced but that rough wood has been used for the handrail – The Clerk agreed to contact the Neighbourhood Highways officer to ask for this to be remedied. **ACTION: Clerk.**
- Cllr di Battista reported that several bridleways in the area have been “ploughed” up and un-useable. He will be undertaking a survey and will report back to the Council.
- Cllr Redman reported that some finger posts have been installed by the DNPA team.
- Cllr Imrie asked for an update on the situation regarding the Fence on Venton straight – Cllr Ridgers agreed to Chase this up. **ACTION: Cllr Ridgers.**

15.5.23: Confirmation of the next Council meeting:

The next meeting will be on Monday 19th June 2022 at 7.30pm at Drewsteignton Village Hall.

Cllrs Ridgers and Imrie sent their apologies as they both have prior commitments.

Please note that any changes to meeting dates or venue will be posted on the Website.

16.5.23 Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)

a) Resolution required to move the Council into Part II.

Cllr Brennan proposed that the Council move to Part II due to the confidential nature of the items under discussion, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2023/018)

The Clerk reported that the Audio recording had been stopped.

b) Parish Members on Dartmoor National Park Authority – Cllrs to complete Ballot (Clerk)

From DALC: As you will know the existing Parish Members of the Dartmoor National Park Authority will cease to hold office following the elections on 4 May 2023. To put forward Parish Members to fill these places as quickly as possible a timetable has been agreed for all National Park nominations with DEFRA. This is set out below:

Nominations to be returned by:	5.00pm on Thursday 11 May 2023
Ballot Papers to be sent out by:	Friday 12 May 2023
Ballot Papers to be returned to DALC by:	2.00pm on Wednesday 31 May 2023

[Election Timetable & General Information about Dartmoor National Park Authority.](#)

- c) **To discuss Solicitors Quotes in relation to Drewsteignton Toilet Block lease and Deed of Surrender from Trustee of the Drewsteignton Playing Fields Association (Chair/Clerk) *Contains commercially sensitive information.***
- d) **To discuss arrangements relating to the departure of the Clerk from the 19/05/23 and the continuation of Council business (Chair) *Information covered by Employment Law.***
- e) **To discuss any Parishioner correspondence (Clerk) *Information restricted by GDPR.***
- f) **The Chair returned the meeting to public session to hear resolutions.**

Item b) Cllr Brennan proposed that the Council approve the submission of the ballot paper as completed in Part II, seconded Cllr Redman. All in Favour – Motion Carried. (RR2023/019)

Item c) It was agreed to call an Extra-Ordinary meeting as required to discuss quotes.

Item d) Cllr Brennan proposed that the Council approve the addition of travel expenses to monthly meeting up to 50 miles return (from home address to meeting venue), to the job advert for the position of Clerk/RFO, seconded Cllr Ridgers All in Favour – Motion Carried. (RR2023/020)

Item e) No correspondence discussed.

There being no further business the Chair Closed the Meeting at 8.48pm.

Appendix A: Year end 2022-23 Budget Report and virements as presented.

Income

	2022/23 Budget	Income to 31.03.23	Difference	Budget Position
Precept	£13,410.00	£13,410.00	£0.00	On
Other (interest & Honesty Boxes)	£400.00	£540.80	£140.80	Over
MVAS buyout	£1,350.00	£0.00	-£1,350.00	Under

Grants	£0.00	£0.00	£0.00	On
TOTAL	£15,160.00	£13,950.80	-£1,209.20	Under

Expenditure:

	2022/23 Budget	Spend to 31.03.23	Difference	Budget Position
STAFF COSTS	£6,000.00	£5,781.05	£218.95	Under
Salary (& Costs)	£5,500.00	£5,470.89	£29.11	Under
Office expenses	£500.00	£310.16	£189.84	Under
ADMIN.	£2,034.22	£1,700.51	£333.71	Under
Insurance	£594.22	£487.91	£106.31	Under
IT	£150.00	£94.76	£55.24	Under
Hall Hire	£200.00	£124.00	£76.00	Under
Parish Post	£840.00	£911.00	-£71.00	OVER
Training	£250.00	£82.84	£167.16	Under
RUNNING COSTS	£3,975.48	£2,623.12	£1,352.36	Under
WC's (Cleaning, water & Electric)	£2,000.00	£1,006.85	£993.15	Under
Car park Maintenance	£700.00	£405.00	£295.00	Under
Drewsteignton Village Garden	£300.00	£115.00	£185.00	Under
Playing field (inc. DAAT Light)	£675.48	£781.27	-£105.79	OVER
Lengthsman (W. Down Grass)	£300.00	£315.00	-£15.00	OVER
PROF. FEES	£420.00	£258.00	£162.00	Under
Audit	£200.00	£55.00	£145.00	Under
Subs (inc ICO)	£220.00	£203.00	£17.00	Under
ASSETS	£3,050.00	£0.00	£3,050.00	Under
Maintenance & Repairs	£250.00	£0.00	£250.00	Under
Purchases	£2,800.00	£0.00	£2,800.00	Under
Spending from Reserves	N/A	£725.19	N/A	N/A
S.137	£50.00	£20.00	£30.00	Under
TOTAL	£15,529.70	£11,107.87	£5,147.02	Under

Recommended Virements for consideration:

From	Amount	To
Admin / Insurance	£71.00	Admin/Parish Post
Running Costs / WC's	£993.15	Toilet Block Fund (Earmarked Reserve)
Running Costs /Car park Maint.	£295.00	Asset Maintenance Fund (Earmarked Reserve)
Running Costs /Drews. Village Garden	£185.00	Asset Maintenance Fund (Earmarked Reserve)
Prof Fees/Subs	£15.00	Running Costs / Lengthsman
Prof Fees/Audit	£105.79	Running Costs / Playing Field
Assets/ Maintenance	£250.00	Asset Maintenance Fund (Earmarked Reserve)
Assets/ Purchases	£1,450.00	Major Assets Fund (Earmarked Reserve)

Staff Costs/Office Exp.	£189.84	Staff Costs & Training (Earmarked Reserve)
Admin / Training	£167.16	Staff Costs & Training (Earmarked Reserve)
Budget Surplus	£266.87	DAAT (Earmarked Reserve)
TOTAL	£3,797.02	

Reserves after Virements:

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£568.13	Lengthsman (Earmarked Reserve)
£4,202.30	Major Assets Fund (Earmarked Reserve)
£532.36	DAAT (Earmarked Reserve)
£3,263.20	Asset Maintenance Fund (Earmarked Reserve)
£3,543.53	General Reserve
£1,000.00	Grants & Donations (Earmarked Reserve)
£3,530.29	Toilet Block Fund (Earmarked Reserve)
£1,859.35	Staff Costs & Training (Earmarked Reserve)
£371.45	Admin Costs (Earmarked Reserve)
£20,370.61	TOTAL

Appendix B: Financial Schedule as presented.

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	RR & Minutes.
PM24/007 (01/05/2023)	£1.00	EDF Energy	EDF DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC	RR2021/042 E7.8.21 a)
PM24/008 (18/05/2023)	£20.00	EDF Energy	EDF DD for Playing Field	Public Health Act 1936 s.234	Running Costs/Playing Field	RR2022/077 6.4.23 a)
TOTAL	£21.00					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM24/009	£74.00	Parish Mag Printers	Parish Post - May 2023	LGA 1972 S.142	Admin / Parish Post
PM24/010	£12.00	Whiddon Down Village Hall	Hall Hire April 2023	LGA 1972 S.111	Admin / Hall Hire
PM24/011	£497.28	Alice Turner	Salary & Overtime April 2023	LGA 1972 S.112	Staff Costs / Salary & costs
PM24/012	£180.18	Alice Turner	Expenses May 2023	LGA 1972 S.111 & S.112	Staff Costs: Office Exp / Salary & costs & Prof. Fees/Audit

PM24/013	£220.82	Devon Association of Local Councils	Annual Membership to NALC & DALC	LGA 1972 s.143 (1)(b)	Prof. Fees/ Subs
PM24/014	£487.88	Community First Trading Ltd	Annual Insurance renewal (LTA year 2/3)	LGA 1972 S.111	Admin/Insurance
TOTAL	£1,472.16				

Receipts for Information:

Payment ref	Payment method	Details	Amount
PR24/001	Bacs	Interest	£22.10
PR24/005	Bacs	Interest	£20.32
TOTAL:			£42.42

Monies held as Reserves (after payments & Virements):

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£568.13	Lengthsman (Earmarked Reserve)
£4,202.30	Major Assets Fund (Earmarked Reserve)
£532.36	DAAT (Earmarked Reserve)
£3,263.20	Asset Maintenance Fund (Earmarked Reserve)
£3,543.53	Council Contingency (General Reserve)
£1,000.00	Grants & Donations (Earmarked Reserve)
£3,530.29	Toilet Block Fund (Earmarked Reserve)
£1,859.35	Staff Costs & Training (Earmarked Reserve)
£371.45	Admin Costs (Earmarked Reserve)
£20,370.61	TOTAL

Bank Situation:

Bank total as of 28/4/23	£30,150.82
Payments Pending	£2,499.04
Plus Receipts not in bank total	£0.00
Less Money in reserves	£20,370.61
Available Balance	£7,281.17

Signed: _____ Date: _____