Bratton Clovelly Parish Council

*Clerk to the Council: Rachel Ward •* Crane Cottage, Germansweek, Beaworthy, Devon EX21 5B

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**Minutes of the** Annual Parish Council Meeting Followed by the ordinary meeting (no.233) commenced at 19.30 on Wednesday 7th May 2025 in the School Room

Present: Cllrs. C. Braidwood, C. Bowyer, S. May, K. Huggins, P. Gilbert, T. Jones, WDBCllrs. C. Mott, T. Southcott. Clerk: Mrs R Ward

6 members of the public

Minutes

# Annual Meeting

1. **Outgoing Chairman's Welcome**: Cllr Huggins welcomed everyone to the meeting
2. **Election of Chairperson:** Cllr Huggins was re-elected as Chairman of the Parish council
3. **Election of Vice-Chairperson**: It was agreed to choose a temporary Chair as required, at the time, by vote.
4. **Signing of acceptance of office:** Acceptance of office signed by Cllr Huggins

# Ordinary meeting

**Public Participation:** Restricted to 15 mins in total.

Several parishioners talked about a noise disturbance that had taken place previously. WDBCllrs Mott and Southcott will raise the matter with the appropriate authorities. Parishioners were advised to keep a log of disturbances to aid Borough intervention.

1. **Apologies:** To receive apologies and to approve reasons for absence Cllr Jellyman sent her apologies
2. **Declaration of Interest: None**
3. **Planning:**
	1. For Decisions – Applications: Reference: 0883/22/FUL Proposal: The erection of 10 houses (including 4 affordable houses for local residents); the provision of new access, road and associated landscaping (Resubmission of 2847/19/FUL) Site Address: Land North of The Old Rectory, Bratton Clovelly, Okehampton, EX20 4LA ***Object***: please see attached response
	2. For Noting – None
	3. For updates – Drop in Cllr Jones will try to rearrange with WDBC towards the autumn.
4. **Agree and sign minutes:** - from the Parish Council Meeting 232 held on 12th April 2025 ***Agreed***
5. **Report from WDBC**: (Cllr Mott/Southcott)
6. **Finance:**
	1. Receive up-to-date report on finances from RFO (Clerk) ***Approved***

* 1. To note the first half of the precept has been paid - £3986 ***Noted***
	2. Note interest of £60.69 on Playground saving acc ***Noted***

To note NS&I have yet to send the January statement despite being chased several times Since publishing the agenda the statement has been received – interest was £11.55 so the current balance is £1163.71 ***Noted***

* 1. To consider a grant request from ODTG. Sent round earlier. ***Approved £100***
	2. To note the payments listed:

Stone barn and Village Hall Hire £77.00

PHMC Mower maintenance £300

Insurance £536.77 ***agreed a three year tie in***

Kerry Brookes Clean-up day expenses none due to WDBC donations

School room hire for clean-up day TBC ***Agreed***

WDBC Dog bin emptying £238.68 ***Agreed***

Playsafe playground inspection March 25 £100.80 (Paid March ’25)

TJ Yeo & ST Lane fuel £244.70 (paid in Nov 24)

Internal Audit L Lamb £15 (paid in Nov 24)

Clovelly Inn Defibrillator Electricity £25 (paid in Nov 24)

Clerk’s salary and HMRC Payments –£332.15 for 4th April 2025 to 3rd May 2025

 ***All Noted***

1. **To review/approve the following Policies and risk assessments and asset register**.

To review the following:

* Civility Respect model councillor officer protocol
* Code of conduct May 2025
* Complaints Policy & Procedure - May 2025
* Financial-regulations May 2025
* Internal Control Policy 2025
* Grants policy 2025
* Protocol on Recording of Meetings May 25
* Standing orders May 2025 ***All reviewed where required and approved***

The code of conduct will be printed and given, by hand, to all councillors, who will sign receipt, next month.

* Green Risk Assessment May 2025
* Play area Risk Assessment May 2025
* Risk Assessment Register May 2025
* General Risk assessment May 2025
* Register of assets May 2025

 ***Risk assessments Postponed to June***

1. **P3:** update (Cllr Braidwood) The signs requested in Feb 24 have still not arrived, Cllr Braidwood continues to chase.
2. **Playground:** update (Cllr Bowyer) We have still not heard from the contractor. Cllr Gilbert has repaired the small climbing from with a metal plate to avoid rot. Cllr Bowyer has done some weeding.
3. **Police liaison:** (Cllr Huggins) ***None***
4. **Roads and ditches:** (Cllr Huggins) Note road closure from Orchard Barton to A30 bridge 2-5th June
5. **PHMC Report:** (Cllr Gilbert) Fiona McCully has agreed to take over from Carrie Atkins as secretary and will Shadow Carrie for a while before taking over. A Parishioner has offered to be a volunteer – they are still looking for a chair.
6. **Clean up date feedback**: This went well and the rubbish has been picked up. Due to a grant from WDBC the only cost to the PC this year will be the School room hire. We are awaiting this invoice.
7. **General updates**: DCC have unblocked a drain in the village,
8. **Correspondence:** An inquiry about the toilet policy for the Parish Hall was referred to the PHMC
9. **Items for next agenda:** Defibrillator training; Neighbourhood plan; risk assessments
10. **Date of next meeting:** 11th June 2025 7:30pm in the School Room