**DRAFT**

**BERRY POMEROY PARISH COUNCIL**

Minutes of the VIRTUAL ANNUAL PARISH COUNCIL MEETING

held on Thursday 25th MARCH 2021 @ 7pm

**PRESENT:** Cllr. John Mills (via mobile link), Cllr. David Hooper (video), Cllr. Colin Luker (video), Cllr. Sue Misselbrook (video), Cllr. Nichola Boughton (video).

County Cllr. Hodgson. (video),Cllr. Hawkins (video) Cllr. Rose. Cllr. Birch. Parish Clerk/RFO Susie Watt (video).

The Chairman read out the procedure for the virtual meeting.

1. **(01.04.21) CONFIDENTIAL MATTERS:** The Chairman requested that Cllr. Hawkins attended as an observer. All agreed. Legal matters were discussed and it was RESOLVED to pursue legal action. Insurance to be used if policy allows.

District and County Councillors admitted to the meeting.

**2.** (**02.04.21) APOLOGIES:** NONE

**3.**  **(03.04.21) Declaration of Interest:** None

**4.** **(04.04.21) Approval of the Minutes of the previous meeting:** The minutes of the Annual Parish meeting held on 9th May 2019 and the Minutes of the meeting held on 25th February 2021 were approved and signed by the Chairman as a true record.

1. **(05.04.21) Chairman’s Report:**  Cllr. Mills stated it had been a difficult year for everyone. Thanked Councillors for their patience and work in the background, whilst he and the Clerk managed the Council Business under the Emergency Plan. He thanked the Clerk for all her hard work. Thanks went to the District and County Councillors for their support. Virtual Meetings were extremely difficult, especially as he himself does not have the internet and the Clerk had to assist via the telephone to manage the meetings, operate the zoom system and take the Minutes. Cllr. Mills stated he was looking forward to holding Face To Face meetings again in the not too distant future. Apologies were added for the length of time District and County Councillors had been held in the Waiting Room prior to the start of this meeting.

STANDING ORDERS were requested to be suspended for a District Cllr. to speak. It was requested that District & County Councillors reports were scheduled for the early part of the meeting. It was explained that they actually outnumbered the Cllrs. on Berry Pomeroy Parish Council and the time it took for all to report took up quite a bit of the meeting. It was agreed that Cllr. Birch would produce a ROTA and only ONE District Councillor would speak at a BPPC Meeting in the future. Cllr. Birch will send the rota to the Clerk who agreed to schedule their reports early on the Agenda.

1. **(06.04.21) Election of Chairman:** Cllr. Mills was nominated as Chairman by Cllr. Hooper. Seconded by Cllr. Boughton. Unanimous vote. Cllr. Mills accepted and thanked everyone for having faith in him for yet another year. There were no other nominations.
2. **(07.04.21) Election of Vice-Chairman:** Cllr. Hooper was nominated as Vice-Chairman by Cllr. Mills. Seconded by Cllr.Boughton. Cllr. Hooper accepted the role. There were no other nominations.
3. **(08.04.21) Clerk’s Report:**  Monthly Finance Report was agreed and authorised.

**BERRY POMEROY FINANCIAL STATEMENT AND PAYMENTS 26th February 2021 to 25th March 2021**

Note: Clerk’s salary is paid via standing order operational from 27th April 2020 in the sum of \*£388.70. Sundries including stationery/printing etc., are paid by cheque in the following month on the production of receipts. \*(which includes 6 hrs per month agreed overtime + Office Allowance of £12 and phone Allowance of £5 per month) From April 2021 the Clerk’s salary will increase by 1% in line with Local Council Officers annual pay increase. There will now be a monthly storage charge for Archive boxes and Filing Cabinets. A storage Unit in Totnes had been secured. Costs will be shared and Berry Pomeroy Parish Council’s contribution is £18.67 per month, payable to the Clerk.

**Bank Account Balances as at 24th February 2021:**

Santander Main Account £8,624.43

Santander Reserve Account £4,270.29

Berry Pomeroy Parish Council total balance as at 24th February 2021: **£12,894.72**

**February 2021 PAYMENTS – Cheque Run** NO CHEQUES ISSUED

22.02.21 Clerk’s Monthly Salary paid by Standing Order **£388.70**

**March 2021 PAYMENTS – Cheque Run**

Chq.N0: 000692 Andrew Marlton – Lengthsman £45.00

Chq.No: 000693 SHDC Payroll Services (annual fee) £120.00

Chq.No: 000694 S J Watt: Ink cartridges, zoom (April) Storage

March/April at £18.50 per month £81.37

22.02.21 Clerk’s Salary Monthly Salary paid by Standing Order £388.70

\*Note: as there will be a 1% increase in the Clerk’s salary from April 2021, a letter of amendment to Santander needs to be produced and signed. A copy of which Cllr. Mills will sign along with one other signatory.

Correspondence: MP Anthony Mangall had written to all Clerks in his constituency after the Clerks had written requesting assistance regarding the onward situation of Virtual Meetings and the risks and advice required to reinstate Face to Face Meetings. There was to be a Secretary of State meeting on 21st April 2021 when a way forward would be discussed.

Totnes Town Council’s Clerk and Projects Manager along with Berry Pomeroy’s Clerk had produced the letter to be sent to SHDC regarding the anti social behaviour at Longmarsh – it was explained that human excrement etc., was being placed in the areas where people were picnicking and children played this was even more dangerous during COVID. It is hoped that SHDC will be able to increase patrols in the area.

There were no Public Questions or Representations.

Parkfield Close: The Clerk informed those present that she had contacted both SHDC and our Solicitors to enquire as to the progress of the transfer. The Solicitors had stated that they could not find the Contract or the Land Transfer documents and had therefore, had to reproduce them . The Clerk had attended their offices and again signed the documents which would be sent on to SHDC to complete. The transfer would have to happen imminently due to the year end accounts for both Councils to be completed.

1. **(09.04.21) CLIMATE CHANGE:** Cllr. Misselbrook gave an overview of the proposals. Suggestions of a monthly leaflet and or a quarterly Newsletter were discussed. Cllr. Boughton stated that there were other ways which needed further investigation and also suggested that any leaflet/Newsletter production and delivery was held off until meetings could be arranged for the public to attend. It was agreed to postpone all actions to an Extraordinary Meeting to be held on 8th April 2021. The Clerk to produce a Delegated Authority Policy for the Climate Change Working Party. Cllrs. Misselbrook and Luker were confirmed as the lead on the Climate Change Working party liaising with the Clerk. It was proposed by Cllr. Misselbrook and seconded by Cllr. Luker to adopt the same Climate Change policies as SHDC and DCC. It was therefore, RESOLVED to adopt the polices by a unanimous vote.

**TREE PLANTING:** It was agreed that the border at Camomile Lawn as suggested by Cllr. Hooper be used for the first of the trees, probably an Oak Tree be planted on 26th April 2021 which fell during the Beating of the Bounds. It was agreed that Cllr. Misselbrook would be the liaison Officer for this, to discuss with the Camomile Lawn residents association. The Parish Council would agree which other boundaries could be used as and when the next lot of planting arose. It was also agreed that Cllr. Mills would be the liaison Officer with Lord Seymour.

1. **(10.04.21) District/County Reports:**  Only Cllr. Hodgson was present. Cllr. Birch/Hawkins/Sweett – reports had been circulated to Cllrs.

**Cllr. Hodgson:** There had beenongoing discussions regarding Traffic Calming in Totnes High St.

The New Planters would soon be in place along the High Street and being planted by Totnes Cllrs.

She was working with Cllr. Hooper and the Environmental teams regarding situations on their land.

**Cllr. Hawkins:** DCC had not been hugely busy during the last month. Highways had been held back due to the ill health of one of its lead personnel. Leisure Centres were to open on 12th April 2021 and SHDC had voted to assist Fusion with a £170,000 fund.

Recycling Centres were all open and there was the possibility of them opening during the evenings as well to help assist with demand.

All Town Markets were open.

There was a £600,000 Economic Recovery Fund available for street cleaning, locality officers etc.

There was £50,000 fund for 5 Town Councils: Totnes, Salcombe, Ivybridge, Kingsbride and Dartmouth to apply for £3000 from each of their District Councillors to assist with Climate Change initiatives. Berry Pomeroy had 4 District Councillors and could potentially apply for £12,000. The fund becomes available in May.

**Cllr. Birch:** Endorsed Cllr. Hawkins report the Climate Change and Bio-Diversity funds. Cllr. Birch also stated that SHDC had indicated a number of projects would be instated, however, very little appeared to be happening

1. **(11.04.21) Date of Next Meeting:** 15th April 2021

The Chairman closed the meeting at 21:21hrs (approx)

Signed:...............................................................Date:

Chairman – Cllr. Mills