**DRAFT**

**BERRY POMEROY PARISH COUNCIL**

Minutes of the PARISH COUNCIL MEETING

held on Thursday 28th April 2022 @ 7 pm at Berry Pomeroy Village Hall

**PRESENT:** Cllr. John Mills. Cllr. David Hooper, Cllr. Sue Misselbrook Cllr. Nichola Boughton .

County Cllr. Hawkins. County Cllr. Hodgson. District Cllr. Sweett

Parish Clerk/RFO Susie Watt

2 Members of the Public were present.

1. **(1.04.22)**  **APOLOGIES:** Cllr. Birch

**2.**  **(2.04.22) Declaration of Interest:** None

**3.** **(3.04.22) Approval of the Minutes of the previous meeting:** The minutes of the Parish meeting held on 17th February 2022 were approved and signed by the Chairman as a true record.

1. **(4.04.22) District/County Report:** Cllr. Hawkins explained that Totnes Leisure Centre was to be modernised and this was the 1st priority. Such items as solar panels were to be installed. This was in partnership with Totnes Town Council along with a much needed upgrade of Totnes Market Square. Cllr. Hawkins is the lead for Wellbeing and was always available for assistance and information. Cllr. Hawkins also stated that he had recently donated £500 to TRAYE the youth organisation covering a number of small parishes in his area.

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Cllr. Hodgson had distributed her report earlier in the month, but some members were missing the document, Cllr. Hodgson said she would email the Clerk for distribution. COVID was still to the fore and DCC are still working alongside Public Health England. Ukraine refugees were being accommodated, but there had been some anticipated problems and housing will possibly cause problems later. Airband delivery has been totally unsatisfactory as had the meeting. Discussions were taking place regarding Traffic calming and 20mph at True Street, an ongoing problem. Cllr. Hooper asked about the fly tipping problem which again is ongoing, Cllr. Sweet will follow up and keep the Clerk informed.

Youth representing the 14-16yr age group were meeting once a fortnight to discuss things that matter to them, currently 35 young people had been attending.

Cllr.Sweett reported that the siting of the Skate Park in Borough Parks was being move to the opposite side. There will be a consultation over next couple of months. The new site is next to the Pavilion. Cllr. Sweett also added her disgust at the Airband siting of poles etc.

1. **Clerk’s Report:** The Finance Report, circulated prior to the meeting was agreed and signed by the Chair.

**BERRY POMEROY FINANCIAL STATEMENT AND PAYMENTS 18th February 2022 to 25th April 2022**

Note: Clerk’s salary is paid via standing order Clerk’s Salary Now: £392.59 on the 20th of the Month. There will be a slight increase in April 2022 as per the Local Government Officer annual cost of living rise.

**Bank Account Balances as at : 24.03.22** (from statement)

Santander Main Account £32,549.66

Santander Reserve Account £ 4,276.29

Berry Pomeroy Parish Council total balance as at 24.03.22: **£36,825.95**

**(NOTE:** The first Precept payment was received into the main account on 14/04/22 in the sum of £8,978.00 – the balance as at 25.04.22 is £41,135.07 - verbal)

**EXPENDITURE**

**April 2022 Payments**

20.03.22 Clerk’s Salary Monthly Salary paid by Standing Order £392.59

20.04.22 Clerk’s Salary Monthly Salary paid by Standing Order £392.59\*

28.04.22 Chq.No. 768 Seymour Estate Ref: Playing Field annual rent £50.00

28.04.22 Chq.No. 769 Lengthsman duties from Sept’21 to 10 March’22 £327.77

28.04.22 Chq.No. 770 Visionict Ltd – email account June’22 to May’23

£21.60

\*Clerk’s official cost of living pay rise for all Local Government Officers is 1.75% this is not included in this payment and will therefore, need to be refunded. A new Standing Order is requested and the authorisation letter needs signing off on 28.04.22

Correspondence: emails had been received from residents complaining about Airband. They were referred to the March meeting organised by Cllr. Birch and the contact and zoom meeting details forwarded. A further correspondence had been received from Mr Mitchell regarding funding for Trees. The Parish Council reiterated that all approaches for funding must come via the Parish Council’s Grants & Donations policy in the sum of £250 maximum request and during the open application dates of 1st Oct to 31st Oct.

The kiosk at Dukes Road: The Clerk has finally received the contract and the Parish Council agreed for the Clerk to sign on behalf of the PC.

VERGES: The Clerk reported that she had received several emails from DCC regarding the Verges, all requesting the same information ‘what verges are you talking about’, which was the question asked of DCC ! It was requested that Cllr. Hawkins interject on the PCs behalf to ascertain which verges DCC maintain in the Parish. In the interim, it was agreed that the Clerk requests our old Lengthsman to cut the verges as another one off.

Cllr. Boughton asked if there was any further action regarding the Queen’s Platinum Jubilee celebrations. The Clerk had received an email from the Duke of Somerset offering help in various forms. It was agreed that the PC should go ahead with a Jubilee Afternoon Tea and Tea Dance, the Clerk to organise and contact the Duke for assistance.

It was agreed the Bench, kindly funded in part by Cllr. Hawkins would be purchased and placed in the Play Park at Parkfield once the repairs and upgrade had been completed.

There had been no further communication from ACE Academy regarding the Play field in the Village. Cllr. Boughton stated they had received no further communication from ACE either regarding the Village Hall.

There had been communication from a gentleman who was taking it upon himself to maintain areas of Longmarsh, the Clerk explained that we was not covered under the Parish Council insurance and had requested he stop. It was agreed we needed to find out exactly who was responsible for maintaining Longmarsh and also that we needed to formally approached by those planting trees for the PCs agreement to be legally Minuted. It also needed to be established who would be maintaining these trees.

Cllr. Hooper asked what was happening with the claim regarding the Bus Shelter, the Clerk informed that there had been no movement since confirmation of the receipt of the Invoice by the Insurers, however, they had stated that they were behind with processing claims due to covid and most staff still working from home. The Clerk would chase.

1. **Internal Auditors:**  The Clerk stated that the Internal Audit was due by the end of June. Our regular auditors were from DCC, namely Devon Audit Services, it was unanimously agreed to appoint Devon Audit Services for our internal audit. The Clerk informed the PC that there would be an external audit this years, due to the funding received from SHDC for the Play Park which put us over the £25,000 threshold for Smaller Councils. Our External Auditors would be PKF Littlejohn. Cllr. Hooper challenged their use as there would be another cost. The Clerk explained that it was a legal requirement and PKF Littlejohn are all Parish Councils External Auditors and we could not do anything to change that.
2. **DATE OF ANNUAL PARISH & ANNUAL PARISH COUNCIL MEETINGS:** It was agreed to hold both meetings on the same day. It was agreed to hold these meetings at Bridgetown Community Hall. The date as agreed as TUESDAY 17th May 2022 at 7pm. The Clerk to make all arrangements and produce the relevant Notices and Agendas. Cllr. Misselbrook was requested to book the Community Hall.
3. **Parkfield Play Park:** The Clerk provided an update. The Sewage and water pipes had been surveyed and all were clear and functioning correctly. The hedge which bordered LiveWest land and was owned by Livewest could possibly be causing the dip which was creating a water collecting area. The hedge and trees have not been maintained and encroach on our Land. Livewest had been to look and taken photographs. The clerk has requested they contribute to railings in line with current Play Park regulations, on that side of the Play Park. The Clerk was given delegated authority to see the project through. Quotes were awaited for the fencing. Delay on quotes for the play park upgrade until the repair work had been completed, this was reliant on Livewest sorting their border hedge out first. The Clerk will write and emphasise that this needs to be done quickly as the park is currently closed and private residents are waiting to repair their own fencing.

The Clerk also reported that there were quite a few areas with Ragwort growing, this is potentially dangerous if ingested and needed to be removed. The Clerk was requested to ask SHDC to remove urgently as they still were maintaining the grass within the Play Park.

1. **Co Option of Cllrs:** It had been requested by a potential candidate and previous Cllr. if the PC would consider changing the day of its monthly meetings to enable attendance. The Councillors unanimously agreed to change their Monthly Meeting day to the FIRST TUESDAY OF THE MONTH. (there is no meeting in September). The Clerk also informed the Members that the candidate offered the position in February, needed to wait a while before taking up their post due to some personal family issues. It is hoped they will take up the post in the very near future. It was also agreed to re-advertise the remaining positions.
2. **Airband Update:** Cllr. Missellbrook that most of her report had been covered earlier in the meeting, however, she wished to explain that in addition to requests to use current poles there had been requests for the cables to be placed underground. Unfortunately the latter could not be considered as the land was clay and all the roads would need to be dug up and there was no budget to carry this out, not forgetting this is a Government funded project.
3. **Confidential Matters:**
   1. The PC agreed and voted unanimously to exclude member of the public and press due to the nature of the confidential matters for discussion.
   2. The legal situation was updated, understood and agreed by members.
   3. To be deferred to the next meeting.

**DATE OF NEXT MEETING:**  Both Annual Parish Meeting and Annual Parish Council Meeting will be held on Tuesday 17th May 2022 at Bridgetown Community Hall at 7pm

The meeting closed at 8.25hrs

Signed:...........................................................................Date: 17.05.22

The Chair – Berry Pomeroy Parish Council