**DRAFT**

BERRY POMEROY PARISH COUNCIL

Minutes of Berry Pomeroy Annual Parish Council Meeting

held on Tuesday 6th May 2025 at Berry Pomeroy Village Hall

**PRESENT:** Cllr Mills (Vice Chair), Cllr. Marie Flay. Cllr. Sam Penfold, Cllr. David Hooper, Cllr. Annette Cuff

District Cllr. Penfold. County Cllr. Hodgson & County Cllr. Rake

Clerk: Mrs S Watt

**STANDING ORDERS .**

**1. 06.05.25** The Clerk read out the Welcome from the absent retiring Chair and explained the first business of an AGM is the election of the Chair and Vice Chair.

**2. 06.05.25 ELECTION OF CHAIR OF THE COUNCIL:** Nominations were requested for Chair. Cllr. Mills nominated Graham Bennett and seconded by Cllr.Flay. Graham Bennett had expressed a desire to stand if nominated. There were no further nominations, and after a unanimous show of hands, Graham Bennett was re-elected as Chair of Berry Pomeroy Parish Council ‘in absentia’.

**3. 06.05.25 ELECTION OF VICE CHAIR OF THE COUNCIL:** Nominations were requested for the Vice Chair. Cllr. Flay nominated John Mills and seconded by Cllr. Hooper. A further nomination was made, Cllr. Flay nominated Cllr. Hooper, a seconder was called, however, Cllr Hooper stated that he did not wish to stand. After a unanimous show of hands, Cllr. John Mills was re-elected as Vice Chair to Berry Pomeroy Parish Council.

Cllr. John Mills as Vice Chair, signed the Acceptance of Office and took the Chair to Chair the remainder of the meeting in the absence of the newly re-elected Chair.

**4. 06.05.25 Apologies:** Cllr. Graham Bennett (Chair) & Cllr. Jonathan Hawkins. Jonathan had sent apologies and has sent a message to Cllrs which the Clerk will forward.

**5. 06.05.25 Declarations of Interest**: NONE

**6. 06.05.25 Approve Minutes of:** The Parish Council Meeting held on Tuesday 1st April 2025 – were agreed and signed on behalf of the Parish Council, by the Vice Chair, as a true record of the meeting.

**STANDING ORDERS SUSPENDED**

**PUBLIC FORUM**. No members of the public were present and there had been no questions received.

Cllr. Sam Penfold was requested to give her overview of the last 12 Months. The full report is available on request from The Clerk. Cllr Penfold had been very active during the last twelve months and is a Committee and Substitute member for a number of SHDC Committees, she has a Locality Fund and is looking for projects to fund within the Berry Pomeroy Parish, having given a grant to the PTA and the Skyrise festival. LGR – Local Government Regeneration is going to be the major change for all and Cllr. Penfold will in fact, be our last ever District/Ward Cllr.

Cllr. Hodgson was congratulated on her re-election and had provided her report verbally during the Annual Parish Meeting. Full Report will be available on request, from the Clerk.

**STANDING ORDERS REINSTATED**

**7. 06.05.25 OFFICER APPOINTMENTS:**

Personnel officer x 1 Cllr. The Clerk explained that historically, there had only been one Personnel Officer, as the PC had never had a full count of Cllrs. Cllr Penfold stated she wanted an additional Officer to be added to the Personnel Officer role. It was stated that that could not happen tonight as it would need to be an item on a later Agenda for discussion and vote. It was proposed by Cllr. Penfold and seconded by Cllr. Flay that the Clerk consider the request to be an item on the June 2025 Meeting Agenda.

Police Advocate Officer x 1 Cllr (with the Clerk as stand in if required) **Cllr Sam Penfold** was proposed by Cllr.Cuff and seconded by Cllr. Mills. Cllr Penfold unanimously elected as Police Advocate Officer.

Open Spaces – Parkfield PlayPark/Bridetown Community Cllr x 1: It was explained that the Bridgetown Ward needed a Cllr to whom the Community could go to and also to monitor work at the Playpark and Noticeboards. Also to liaise with Bridgetown Alive, the Clerk currently provided a brief report to the Committee but it would be nice to have a representative from the Parish Council to attend their meetings occasionally.

Cllr Penfold proposed **Cllr Marie Flay** and was seconded by Cllr. Cuff. Cllr Flay was unanimously elected as Bridgetown and Open Spaces Cllr. for the Bridgetown Ward.

Cllr Flay took up her role immediately and will contact and arrange for a Contractor to contact the Clerk direct to carry out the urgent work required, namely the new Noticeboard to be erected urgently and the old Noticeboard removed and located next to the red Telephone Kiosk in Berry Village.

Also to arrange the removal and disposal of the old swing in the Playpark ready for new Safety Surfacing to be laid and then new play equipment to be installed. The Clerk now has five Play Park Installers to contact and arrange inspection visits.

NOTED: Clerk’s Delegated Authority Policy to be ready for approval at the next meeting.

**8. 06.05.25 Policy & Procedural Reviews:**  Confirmation that this item is deferred to the next meeting as per email sent to Cllrs last month. The documents are online and can be reviewed by Cllrs and their recommendations for amendments can be sent to the Clerk now. The documents would hopefully be ready for perusal by Cllrs in around two weeks time. The Clerk would not be drawn on an exact date as the Internal Audit was being carried out at the same time and that had priority.

**9. 06.05.25 Approval of Annual Accounts & Sign Off:** This had been discussed with the Chair prior to the meeting. The Clerk/RFO explained that the Annual Accounts were not complete as the bank statement with the year end date of 31st March 2025 had not yet been received and the bank reconciliation and final figures could not be confirmed. Cllr. Hooper stated the Clerk/RFO should phone and get a balance, the Clerk stated - that that would not be suitable or sufficient for the internal auditor and they required sight of the statement with the year end balance showing. The Annual Accounts will be signed off at the June Meeting along with AGAR.

**10. 06.05.25 Clerk’s Report:**

**a.** There had been correspondence which will be discussed during Part II.

**b**. A resident has requested the assistance of the Council in their drive to obtain mains sewerage via S W Water who have stated they would fund the project as long as there was enough support. Cllr. Hawkins had assisted and Pennon Group wish to work with the team from S Water and required the name of the contact. The Clerk will obtain the name from the resident and forward to Mr Burrows from Pennon Group. The Council unanimously agreed to support the residents with a letter of support from the Council. The Clerk to action.

**c.** Defib – the defib situated in the Red Telephone Kiosk needed to be checked regularly. Cllr. Cuff will do this every two weeks and email the Clerk with the results. Cllr Cuff needs to contact one the residents to show her how the checks worked. The Clerk also stated that the second Defib had been in the Village Hall for a while now but was not fitted with its battery or the pads – no one was confident in putting it together. Cllr. Penfold suggested the Clerk contact Marldon PC and see if their contact could assist.

**d.** Buddles update – the Clerk gave the update on Cllr. Bennett’s behalf. Cllr. Bennett had now received the map and location of all the buddles in the Parish, supplied by Cllr. Hodgson, and will work a survey to report the status of each one. DCC clear the buddles twice a year, February and October, but if we have bad weather in between those times, the Parish Council is responsible for clearing and making good. Last year we employed a Lengthsman Buddle expert from Strete Parish Council to assist.

**e.** The Clerk reported that there had been no requests for an election for the Councillor Vacancy and that a Casual Vacancy Notice could now be published which will be done this week now the County Elections were over.

**f.** There were no Cllr Comments.

**g.** Late Planning Application: 2967/24/VAR – Higher Weston Farm, Weston Lane, TQ9 6LB – Cllr. Flay had visited the site. Cllr. Hooper stated that they had applied to put a Cattle Grid in, however, a wooden gate would be more appropriate. It was unanimously agreed to OBJECT and request in Comments that it should be a condition of the application that a Gate is installed as opposed to a Cattle Grid. The Clerk to action.

**11. 06.05.25 Monthly Finance Sheet:** The monthly finance sheet had been circulated prior to the meeting. The Clerk had made note on the sheet that bank statement had not been received so the figures were those as received at the end of March. The Clerk had further noted on the sheet the reasons for the delay of Annual Accounts sign off.

**BERRY POMEROY PARISH COUNCIL FINANCIAL STATEMENT AND PAYMENTS**

**1st April to 6th May 2025**

**Bank Account Balances as at: 24th March 2025**

**NOTE: \*APRIL 2025 statement not yet received which will also have year end date of 31st March 2025 balance required for our Year End Accounts.**

Santander Main Account £33,092.39

Santander Reserve Account to 5th June 2024 £ 4,331.25

**Berry Pomeroy Parish Council total balance as at 24.03.24** **£37,423.64**

**INCOME:** NOTE: The first Precept Payment will have been received at the End of April, we therefore, need the April/May statement to see that on the statement. In explanation, our Monthly statements end on the 24th of the Month, hence, why we are waiting for the March/April statement due around the first week of May and the April/May statement due around the first week of June. Typically, these statements arrive ‘after’ our first of the month Parish Council Meetings.

**EXPENDITURE:**  Apr/May 2025

04.04.25 Standing Order – SHDC Payroll Services £120.00

20.04.25 Clerk’s Monthly Salary paid by Standing Order £566.00

01.04.25 Chq.No; 846 DALC Annual Subscription £461.14

06.05.25 Chq. No: 847 Lenthsman Duties (paid by the Clerk) £370.00

06.05.25 Chq. No: 848 Community First – Annual Insurance renewal £397.35

06.05.25 Chq. No. 849 SLCC – Annual Subscription/Clerk Training £636.00

06.05.25 Chq. No. 850 Visionict – bi-annual domain renewal £78.00

06.05.25 Chq. No. 851 Lengthsman Duties £129.50

The Monthly finance sheet was duly agreed and signed on behalf of the Parish Council by the Vice Chair, Cllr. John Mills.

**12. 06.05.25 PART II** – Vote to exclude members of the public and press due to the confidential nature of the business to be transacted. Unanimous.

Personnel Issues: No definitive discussions took place and no decisions were agreed.

**13. 06.05.25 Date of Next Meeting:**  7.15pm Tuesday 3rd June 2025 at BRIDGETOWN COMMUNITY HALL.

The Meeting Closed at 21:30hrs

Signed:………………………………………………….Date: 3rd June 2025

Chair, Cllr. Graham Bennett