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**BERRY POMEROY PARISH COUNCIL**

**Minutes of Berry Pomeroy Parish Council Meeting**

**held on Tuesday 10th June 2025 at Berry Pomeroy Village Hall**

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

County Cllr. Hodgson – arrived at approximately 19:30hrs

Clerk: Mrs S Watt

There were no members of the public present and there had been no questions submitted.

Cllr. Graham Bennett signed the Acceptance of Office document as the newly re-elected Chair of Berry Pomeroy Parish Council, duly witnessed and signed by the Clerk.

The Chair then informed those present that the meeting was being recorded to assist the Clerk in the production of accurate Minutes.

 **STANDING ORDERS .**

**1. 10.06.25 Apologies:** Cllr Sam Penfold.

**2. 10.06.25 Declaration of Interests:** NONE Declared.

**3. 10.06.25 Approval of the Minutes of BPPC Meeting held:**  Tuesday 6th May 2025. This meeting was the Annual Parish Council. The Minutes were agreed, approved and signed by the Chair on behalf of the Parish Council.

**4. 10.06.25 Meeting Protocol**: The Chair requested that Members show courtesy and respect during the Parish Council’s meetings and follow the procedures as set out in the Standing Orders.

**5. 10.06.2 Policies and Procedures**: The Clerk’s role was questioned regarding the production of the Agenda as per Standing Orders. it was explained by the Chair, that the Clerk has control of the Agenda, that the Clerk does liaise with the Chair and will always ‘consider’ requests from this Parish Council’s members for inclusion. Requests from those outside of Berry Pomeroy Parish Council Members, cannot be considered.

All Procedures and Policies were discussed. The Clerk had received no recommendations for amendments. It was, therefore, agreed and confirmed unanimously to approve all Procedures and Policies to be Adopted.

STANDING ORDERS WERE SUSPENDED & REINSTATED MIDWAY DURING ITEM 5 TO RECEIVE CLLR. HODGSON’s REPORT. REPORT IS AVAILABLE ON REQUEST TO THE CLERK.

**6. 10.06.25 Approve The Annual Accounts for BPPC 2024/2025:** The accounts, having been circulated prior; (a small amendment was required which the Clerk had provided and was duly approved), were discussed, approved unanimously and duly signed off by the Chair on behalf of the Parish Council.

**7. 10.06.25 Approval of the AGAR:** The AGAR was discussed in full. It was unanimously agreed that all sections of the AGAR to be agreed, approved and signed by the Clerk/RFO and the Chair.

**8. 10.06.25 Clerk’s Report:**

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

**b**. An email had been received regarding the possibility of Parish & Town Councils to hold Zoom Meetings. No date as yet has been confirmed.

**c.** The Monthly Finance Sheet had been circulated to Members earlier. The Finance Sheet was unanimously agreed and signed by the Chair on behalf of the Parish Council.

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

**7th May 2025 to 9th June 2025**

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

Santander Main Account £39,947.99

Santander Reserve Account to 5th June 2024 £ 4.331.25

**Berry Pomeroy Parish Council total balance as at 10.06.25** **£44,279.24**

**INCOME:** 29.04.25 Precept £10,104.00

**EXPENDITURE:**  June 2025

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

06.05.25 Chq. No. 851 CANCELLED

06.05.25 Chq.No. 852 Lengthsman Duties £129.50

10.06.25 Chq.No. 853 Stationery/Stamps £ 86.35

10.06.25 Chq.No. 854 Lengthsman Duties £175.75

**d.** Late Planning Application: 1060/25/HHO – Eveleigh, Higher Westonfields TQ9 5RB – SUPPORTED

**e.** A verbal request had been received from the Churchwarden regarding the Lych Gate at The Church of St Mary’s Berry Pomeroy. The Lych Gate is a Grade II Listed Building and is also within the curtilage of the Church Building, a Grade I Listed Building. Extensive research has been carried out by the Clerk and is ongoing. An interim report was provided, however, a full report will be given once all the required information has been received. Once Members have had sight and time to discuss the contents, the Parochial Council will be invited to attend a meeting to confirm the way forward.

**9. 10.06.25 PERSONNEL OFFICER:** Fully discussed regarding additional Officers and the formation of a Committee. It was proposed, seconded and unanimously agreed to leave the Personnel situation as it was, namely the One Personnel Officer.

**10. 10.06.25 Email Policy, Protocol & Security:** There was a full discussion regarding the email situation and the necessity to ensure proper use of the gov.uk email address. The Chair emphasised that the Communications Policy must be followed. It was also proposed, seconded and unanimously agreed to keep the Website emails as they are. It was also confirmed that Cllrs can receive emails, can email each other and there was written confirmation from Visionict that at no point had Cllrs emails been restricted by the Clerk.

**11. 10.06.25 PART II** – Vote to exclude members of the public and press due to the confidential nature of the business to be transacted. Unanimous.

1. All issues were discussed in full. Emails read out and circulated. It was proposed, seconded and unanimously agreed that the Parish Council nor the Clerk will respond, within that discussion and proposal it was unanimously agreed that a Cease & Desist email be sent via the Clerk’s email.

2. It was further confirmed that discussions regarding Council employees outside of a Parish Council Meeting was a breach of Employment Law which could expose the Parish Council to claims. All Members were reminded to ensure confidentiality of the Parish Council’s Officers.

No Member of the Public, including District and County Councillors are entitled to discuss Berry Pomeroy’s Officers nor give instruction to them. It was confirmed, that if any person’s outside of the Parish Council Members had cause for concern then they should follow the Complaints Procedure as published on the Parish Council’s Website.

**12. 10.06.25 Date of Next Meeting:**  7.15pm Tuesday 1st July 2025 at Berry Pomeroy Village Hall

The Meeting Closed at 21:35hrs

Signed:………………………………………………….Date: 1st July 2025

Chair, Cllr. Graham Bennett