

Halberton Parish Council

The Annual Meeting of Halberton Parish Council will be held on Tuesday 16 May 2022 at 7pm in Halberton Village Hall

All members of the Parish Council are hereby summonsed to attend the above meeting for the purpose of considering and resolving the business as set out hereunder.

Members of the public are also invited and may speak in the Public Forum.

Given the Election on 4 May 2023, all elected Parish Council members must sign the Declaration of Acceptance for Office, Register of Member's Interests and submit their expenses return unless the Parish Council resolve to do so at a later date.

Susan McGeever
Clerk, Halberton Parish Council
10 May 2023

AGENDA

Item		Report Pages
Election of Chairman and Vice-Chairman		
1	Election of Chairman for 2023/4 Elected Chairman to sign Declaration of Acceptance for Office	N/A
2	Election of Vice-Chairman 2023/4 Elected Chairman to sign Declaration of Acceptance for Office	N/A
Apologies, Declarations, Public Form and Minutes		
3	Apologies	N/A
4	Declarations of Interest	N/A
5	Public forum Members of the public may speak for a period of 3 minutes on matters they wish to bring to the attention of the Parish Council and these matters may be related to the items on the agenda. Unless the Chairman elects to put down standing orders, members of the public may not speak during the remainder of the meeting.	N/A
6	To approve the minutes of the Council meeting on 11 April 2023	4 to 15
Standing Orders and Business of the Annual Meeting of the Parish Council		
7	Nominations to Committees and Working Groups: Traffic Committee, Newsletter Working Group, IT Working Group, Footpaths Working Group and Recreational Facilities Working Group	16

8	Representation on External Bodies To approve Council representation on external bodies and arrangements for reporting back.	17
9	Bank signatories To approve bank signatories for the Parish Council and Halberton Children's Recreation Ground accounts	18
10	Review of Core documents	19
Annual Review of Governance and Accounts		
11	Internal Audit Report: To formally note the findings of the internal audit and approve any recommendations. To formally appoint the auditor for 2023/24	20 to 21
12	Annual Governance Statement 2022/23 To approve and sign the Annual Governance Statement	22
13	Accounting Statements 2022/23 To approve and sign the Accounting Statement	23
General Council Business		
14	Chairman's announcements	N/A
15	Mid Devon District Council matters a. To receive a report from the MDDC Council Member b. Grand Western Canal Group	24
16	Devon County Council matters To receive a report from the DCC Council Member	25
17	Police matters To consider any correspondence from the Police and Crime Commissioner and the Council Advocate Scheme	26
18	Vacancies on the Parish Council To consider and, if agreed, approve any applications received within the 35 day – post election period	27
19	Consideration of Mid Devon District Council's planning applications The planning application with its supporting documents and comments made by the public and other consultees which are published on the MDDC planning website prior to the meeting will be considered as part of the Council's deliberations on planning applications.	28 to 29
20	Consideration of Mid Devon District Council's Planning Decisions The following planning decisions have been received:	30

21	Highways matters and the Road and Snow Warden Schemes Update and any new matters to report excluding those reported under the Traffic Committee.	31
22	Amenity matters Update and any new matters pertaining to the amenities located within the parish	32 to 33
23	Community items To consider any other community matters	34
24	Traffic Committee The Traffic Committee met on 1 March 2023.	35
25	Newsletter Working Group The Newsletter Working Group met on 28 February 2028.	36
26	Financial accounts 2023/24	37 to 39
27	Members business including meetings attended, and miscellaneous matters (not for decision) Devon Council Climate Network Connecting the Culm/Catchment Visioning Workshop Cullompton Health and Wellbeing Queen's Platinum Jubilee accounts King's Coronation	N/A
28	Items for next meeting	N/A

*Signed: Susan McGeever
Clerk to Halberton Parish Council*

HALBERTON PARISH COUNCIL

Item 4	To approve the minutes of the Council meeting on 11 April 2023	Report pages 4 to 14
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Halberton Parish Council

Minutes of the meeting of Halberton Parish Council held at Halberton Village Hall on Tuesday 11 April 2023 at 7pm

Present

Councillors Batchelor, Browse, Graham, Furmedge, Marshall and Saunders together with Councillor Radford and Councillor Slade (DCC). The Clerk, Mrs S McGeever, was also present.

Councillor Batchelor (Chairman) opened the meeting at 7pm.

212-1 Apologies

Apologies had been received from Councillors Ayre, Campbell and Furmedge.

212-2 Declarations of interest

There were no declarations of interest.

212-3 Public Forum

The following items were raised during the Public Forum and would be discussed under the relevant agenda items or placed on the agenda of the next meeting:

Proposed tip at Greenway near Sellick Farm

Concerns were raised regarding:

- mitigation for water run-off into existing ponds
- what checks will be in place to ensure no contamination of existing water courses
- protection of existing wildlife habitats
- use of agricultural land fit for grazing
- route of vehicles to the site
- possible increase in traffic through the High Street
- use of CB radios
- what controls will be in place to ensure no chemicals or illegal substances are brought onto the site
- what controls will be in place to ensure no illegal tipping (The site has been used as an illegal tip in the past)
- what soil samples were taken following the closure of the illegal tip – were they surface samples or did they take account of the gulley being filled in to a depth of 10 metres

Bycott AD Plant

Following the revised documentation that had been uploaded to MDDC's planning portal, the following points were raised:

Public and Consultee Feedback

- 140 individual objections which is unprecedented levels when compared to any other application seen within Mid Devon

- includes objections from the Chair of Governors and Head Master at Halberton Primary School who refer to significant parent feedback when it comes to road safety and starting to make alternative decisions as to where children will be attending and the learning environment being impacted from the odours at Red Linhay which will likely increase with this development

- the GWCJAC committee voted to object to the development

Traffic

- an updated traffic assessment report has been submitted and was felt not to be independent given it was commissioned and written on behalf of the application
- it changes very little with the key statement being HGV volumes will double as a minimum
- over 5000 HGV movements will be passing through Lower Town travelling to Bycott Farm on an annual basis.
- the lack of road infrastructure has been covered before but increasingly there is road damage in a number of areas and this is not just pot holes
- the application is framed as being an 'On Farm' application and what is evident is the scale and capacity of this AD will allow it to be fed via slurry supplies from surrounding farms. In reality this will add additional traffic volumes over and above what is shown in the Traffic Assessment
- Highways Authority should consider the viability of HGVs passing in either direction (not possible on many sections of the road meaning that lorries would be backing up) increasing the traffic safety problems. Surprise was expressed at the number of HGVs already using Lower Town and the High Street
- it does not allow the recently amended Highways Code to be fulfilled which requires traffic passing pedestrians on roads with no pavements to leave a minimum of 2m and was an accident waiting to happen

Heritage Asset

- lengthy document which confirms this development is within 1km of 2 x Conservation Areas, 27 listed buildings including 1 x Grade 1 and 3 x Grade II*
- it will have visibility from Halberton CA and the GWC along with the listed/protected heritage assets at Herne Place and the Road Bridge
- it brings Major Adverse Impacts (NPPF definition) to the Halberton CA and Old Cordwents
- it is visible from the Parish Church with the height comparable to the Church Tower
- it will be only 295m from the school with AD studies confirming odour can typically be smelt up to 400m away. Is that the environment for our children today and future generations?
- the heritage asset report does little to focus on noise, dust, odour and pollution on our heritage assets

It was noted that the current Bycott Farm operation started at 5am and finished at 1am with no effective screening from the noise and lights of agricultural vehicles. The extended high sided trailers rattled single glazed windows and increased air pressure and were not travelling at the required 20mph given that many would be over 40 tons in weight.

If planning permission were granted, it was likely to be a 24 hour operation and the lane was unsuitable for the vehicles using it with the surface being ripped off. The noise, light pollution and vehicles pollution would reach an intolerable level.

The Parish Council was asked to put in a further comment in objection to the application.

Parking at The Orchard

It was noted that a response had been received from MDDC but the question of whether the spaces could legally be sold remained.

Red Linhay

Concern was expressed over the number of trailer movements to Red Linhay.

212-4 To approve the minutes of the Council meeting on 14 March 2023

It was RESOLVED to approve the minutes and for the Chair to initial each page and sign the final page.

212-5 Chairman's announcements

The Chairman referred to the upcoming election and noted that eight Halberton Parish Councillors had been elected in an uncontested election and that three vacancies remained. This meant that the Parish Council would be able to have the Power of Competency once the Clerk had successfully completed the Cilca qualification.

Additional people to fill the three vacancies would be welcome as the greater the number the more work the council could undertake.

212-6 Mid Devon District Council matters

a. To receive a report from the MDDC Council Member

Councillor Radford had provided a report prior to the meeting and this had been circulated to the Parish Council and can be seen as Appendix 1 to these minutes.

Given the election, Councillor Radford was not able to comment on the various items on the agenda.

b. Grand Western Canal Group

Councillor Slade confirmed that the GWC group had submitted an objection to the Bycott AD Plant.

212-7 Devon County Council matters

Councillor Slade had submitted a report which can be seen in the agenda prepared for this meeting.

Given the election, Councillor Slade was only able to comment on items which fell under his role as the District Councillor for the Halberton Ward given that he was standing as a candidate in the MDDC election.

He noted the objections to the Bycott AD plant and as a resident had received a copy of the petition leaflet. He advised that the address for the DCC Highways Officer involved in the application was michelle.woodgates@devon.gov.uk and not the email as given. He had met with Devon Highways Officers on site but was not in a position to pre-judge their response to the new traffic information but it would be judged on the plan and the cumulative effect of the increase in traffic.

With regard to Bycott Farm, whilst the reports were written on behalf of the applicant, it should be noted that MDDC Planning had rejected the first report given and requested a completely new report and that would be judged from a professional viewpoint.

Councillor Batchelor was concerned at the various road closures in Cullompton and Councillor Slade advised that would be a matter for Councillor John Berry who represented that Ward at DCC level.

Action: Councillor Batchelor would send an email

If road closures were due to utility works and not highway maintenance then contact should be directed to DCC.

212-8 Police matters

Councillor Marshall advised that there was nothing to report.

212-9 Vacancies on the Parish Council

The Clerk advised that no-one had expressed an interest in becoming a Parish Councillor.

There was an opportunity to recruit additional councillors through the post-election system given that it was an un-contested election.

All councillors needed to sign the Declaration of Acceptance and Register of Interest prior to or at the first meeting.

Action: Clerk to provide forms

212-10 Consideration of Mid Devon District Council's planning applications

The following planning decisions had been received:

23/00453/FULL

Proposal: Installation of external cladding on agricultural building

Location: Land and Buildings at NGR 298963 111747 Manley Farm Manley Lane

It was RESOLVED that the Parish Council had no objection to this application.

23/00459/HOUSE

Proposal: Erection of two-storey extension and extension to conservatory

Location: Battens Farm Sampford Peverell Tiverton

Whilst the property could be viewed from the Grand Western Canal, it was not felt that the extension would be detrimental and it was RESOLVED that the Parish Council had no objection to this application.

23/00472/FULL

Proposal: Erection of an agricultural building to house cattle (606 sq. m)

Location: Land and Buildings at NGR 300310 114566 (Widhayes Farm) Upplowman

It was RESOLVED that the Parish Council had no objection to this application.

Existing applications:

22/02102/MFUL

Proposal: Construction of on-farm anaerobic digestion plant with associated equipment and works

Location: Land at NGR 300535 112291 (Bycott Farm) Lower Town Halberton

The Parish Council considered all the views of the public present at the meeting and the number of objections record on MDDC's planning portal and felt that those objections must be taken into account.

Having reviewed the additional information provided by the applicant, the Parish Council RESOLVED to write a further comment outlining its objections based on the new evidence provided. Existing points would not be included, however, the point that this was an industrial scale operation and not an on-farm plant would be strongly re-iterated. Given

The impact on the conservation area and the listed buildings would be considerable as well as the impact on local residents from the resultant pollutants – noise, light, odour, vehicle fumes etc.

Action: Clerk to circulate response to Parish Councillors for comment before submission

Given public concern over the current operation, a separate email would be sent to Environmental Health to ask them to look into the concerns raised by residents.

Action: Clerk to contact Environmental Health

Councillor Batchelor advised that the applicant had requested a meeting with members of the Parish Council and other interested parties. The meeting would take place in May post the election.

Action: Councillor Batchelor to circulate an email with a copy to the Clerk

22/02374/MFUL

Proposal: Construction and operation of a solar photovoltaic (PV) farm together with associated works, equipment and infrastructure

Location: Land at NGR 301974 110937 Dean Hill Road Willand

It was noted that the archaeological investigation had been delayed by the wet weather and this was likely to set back the determination date.

The Clerk continued to monitor the application for additional information and the application would remain on the agenda given that the Parish Council had asked for the application to be called in.

22/00665/MFUL

Retention of silage clamp and erection of roof over
Land at NGR 299554 112915 (Red Linhay) Crown Hill Halberton Devon

The Clerk was still awaiting a response regarding the questions raised by the Parish Council with regard to the planning conditions placed on the application and the latest request for a response also went to Richard Marsh as requested.

With regard to the adjacent Crown Hill AD plant, both Councillor Radford and the Clerk had sent emails regarding the re-instatement of the Ad Liaison Group and again responses were awaited. It was felt that the number of vehicles attending the site was significantly higher than that set out in the original planning application. It was felt that MDDC should be enforcing the planning conditions set.

The Parish Council were in favour of a Working Group being set up to monitor information from the AD Plant and in association with MDDC look at monitoring the vibration effect on houses in the High Street.

Forward notification of planning applications:

Decharge Ltd

Land at Greenway, Tiverton, Devon
Temporary Inert Landfill and Construction Waste Recycling Facility

It was RESOLVED to ask the applicant to attend the next Parish Council meeting. It was noted that the waste recycling facility was likely to also affect Craze Lowman, Sampford Peverell and Uplowman. Access was via a single track road and it was close to the Grand Western Canal.

The Parish Council was concerned about the environmental impact and the history of the site was considered and it was noted that it was agricultural land that had been used as a motorbike track (noise) and then an illegal tip with lorries coming from Bridgwater. The Environment Agency had stopped the activity. It was understood that samples had been taken from the site but it was not known to what depth given that a gully some 20-30 metres deep had been filled. Concern was expressed as to whether waste from Hinckley Point had been left on site.

Action: The Clerk would contact DCC to clarify the depth of samples taken.

Other planning matters:

Crow Green

A retrospective planning application was received and considered at the last meeting. An outcome is awaited.

Five Bridges with Enforcement

The Orchard – the following response has been received:

A response had been received from MDDC Enforcement and can be viewed in the agenda for this meeting.

The Parish Council did not concur with the content of the letter and believed that the intention had always been for the car parking spaces to be retained by the development for the use of local residents to take cars of the road and secure the visibility splay for residents of the development.

All correspondence and minutes would be reviewed to establish whether the condition the Parish Council believed would be included in the Decision Notice was inadvertently omitted. The link between MDDC and 3 Rivers was noted. It was understood that residents also had correspondence relating to the parking spaces which would be provided to the Clerk.

Action: Clerk to write a holding reply whilst the review takes place

Pleasant Streams with Enforcement

Heron's Bank with Enforcement

The Clerk is in communication with Enforcement on the items above.

212-11 Consideration of Mid Devon District Council's Planning Decisions

The following decisions were noted:

23/00133/HOUSE - APPROVED

Proposal: Alterations to roof to create additional living accommodation, installation of bi-fold doors on south elevation and French doors on west elevation

Location: Cruwys Hayes Brithem Bottom Cullompton Devon

22/02352/FULL - APPROVED

Proposal: Erection of an agricultural livestock/storage/workshop building following demolition of existing sheds

Location: Land and Buildings at NGR 300992 111074 Culter's End Ash Thomas Devon

23/00059/FULL - APPROVED

Proposal: Erection of 2 dwellings

Location: Land and Building at NGR 303260 113260 Nr Venn Farm Sampford Peverell

212-12 Highways matters and the Road and Snow Warden Schemes

a. Potholes

Potholes continue to be reported online to Devon County Council and repairs have taken place across the Parish.

It was noted that the road at Crosslands had deteriorated considerably and that the drain at Brithem Bottom was above the road surface.

Action: Clerk to report to DCC Highways

b. Herne Bridge

No new date for the closure of Herne Bridge has been received.

d. Road Warden Scheme

Equipment

The Clerk had submitted the order to DCC Highways and was awaiting confirmation of approval to proceed with the purchase.

The Clerk had also submitted the order to buckets of tarmac which would be delivered to Councillor Browse. This order did not require approval.

Action: Councillor Browse/Clerk

Training

Action: Councillor Batchelor to undertake initial training

Action: Councillor Furmedge to undertake Chapter 8 and strimming training

e. Snow Warden Scheme

Call for volunteers to assist Councillor Batchelor in his role as Snow Warden on social media and in the Newsletter.

Action: Councillor Batchelor/Furmedge/Marshall

It was noted that a Highline van had caused the road into Halberton to be closed for a period of time whilst work took place – road closure signs had been in place.

212-13 Amenity matters

a. Platinum Jubilee Car Park

Actions/responses still required/awaited:

- i) Gravel base to be put under noticeboard (Councillor Batchelor)
- ii) Sign for noticeboard (Clerk)
- iii) contact with MDDC to see if planning permission was needed to clear trees along the southern edge of the car park. A response awaited.

b. The Mead

i) The Heads of Terms agreement for the new lease has been returned to Norse South West. Any amendment to that agreement will require the approval of DCC's Farm Committee who were due to meet in May and a decision will be advised as soon as possible thereafter. The question of when the equipment could be installed has also been asked.

ii) Goalposts installation:

It was RESOLVED that the quote of £533.31 for the installation of the goal posts be approved and the work commissioned

Action: Councillor Batchelor/Clerk

Once the Heads of Terms agreement is in place:

- i) quotes for potential equipment
- ii) quotes for installation of path from the car park to the Mead
- iii) quotes for changing rooms and a decision on location – the Mead or the Car Park

c. Community Growing Area

A decision on the possibility of changing the location of the growing area would be made by DCC's Farm Committee who were due to meet in May and a decision will be advised as soon as possible thereafter.

d. Halberton Children's Recreation Ground

The minutes of the Annual General Meeting on 14 March 2023 have been circulated to the Parish Council.

The ROSPA report has been circulated to the Parish Council – no immediate action required.

Work on the bank account is ongoing but all documentation has been completed.

Actions undertaken since the last meeting:

Repair to the fence where hedge has been removed had been completed and the area was now safe.

Actions outstanding:

- i) update on installation of new equipment and financing (Councillor Campbell)
- ii) monthly safety report (Councillor Ayre standing in for Councillor Campbell) and form to be set up online for completion (Councillor Furmedge). Due diligence was required.
- iii) set up meeting of the working group

e. map of 5k run and adult gym equipment

On hold

f. Footpaths

Definitive Map Review and P3 return

In the absence of Councillor Furmedge, the Parish Council noted the report provided in the agenda for the meeting and the ongoing actions required.

It was noted that the missing Parish Council minutes had not been found.

Members of the working group reviewed documentation from 1909 to 1937 and had found a considerable number of references.

Information from other sources was also being assimilated and a number of Evidence Forms and a USB stick were handed to the Clerk.

It was RESOLVED to approve Councillor Furmedge's request to undertake a spend of circa £20 to gain access to a title deed/plan for existing paths to identify if title deeds usually reference paths.

g. Cemetery

It was noted that the cemetery was being kept to a standard approved of by local residents and other area being kept under the new Grass Maintenance contract had received similar reviews.

i) notices regarding the work to be done to flatten the graves (ongoing)

Action: Clerk

ii) safety inspection of the gravestones (organised but not completed)

Action: Clerk

iii) planting of the monkey tree – Councillor Graham advised that the monkey tree had been planted.

h. The Pigeons/Muxbeare Lane

Following on from the last meeting, the Clerk had written to MDDC to confirm:

a) the pricing for the bin at Ash Thomas. A response is awaited.

b) request the change of bin at Muxbeare Lane.

A response is awaited.

It was noted that the Ash Thomas Village Hall Committee felt that a bin in Ash Thomas would be better placed in the centre of the village and believe it is a matter for the Parish Council.

i. Noticeboards

i) location of second noticeboard (Hitchcocks or Farm Shop)

Action: Councillor Batchelor

ii) access to the noticeboard at Brithem Bottom

Action: Councillor Batchelor

j. Defibrillators

The Memorandum of Understanding has been received, was being signed by the Clerk and returned.

k. Landmark Tree

A Hornbeam has been delivered to the Clerk and is ready for planting.

Action: Councillor Batchelor

It had been resolved to purchase a tree for the Pigeons (Ash Thomas).

Action: Clerk to organise purchase of a silver birch

I. Flies in Lower Town

A response has been sent to the resident concerned and any further feedback was awaited from residents.

m) Wildlife areas in the parish (Wildlife Warden)

The general discussion on improving the wildlife areas in the parish, the Wildlife Warden project and the Hedgehog Project details of which had been circulated to the Parish Council was deferred to the next meeting.

n) Broken railings at the pond

Broken railings at the pond had been reported to DCC and it was understood that safety tape had been put up and that there was a plan in place to replace the railings.

Action: Clerk to monitor and report that tape had come down

A request to look at the localised flooding in the area had also been received and report to DCC.

Action: Clerk to monitor

212-14 Community items

a. Council IT tools Working Group to include Facebook page/Website/Communicating with Parishioners
In the absence of Councillor Furmedge his report in the agenda of this meeting was noted.

b. Internet connectivity Working Group

In the absence of Councillor Furmedge his report in the agenda of this meeting was noted.

c. Neighbourhood Watch Scheme

Councillor Marshall advised that this remained an action item.

d. Anaerobic Digester Liaison Committee

Work was ongoing to try and re-instatement the committee through Mid Devon District Council.

e. Parish Boundary Review

Formal notification of changes were received. The map provided did not correspond to the written description of the areas leaving the parish and a new notification with the correct map had been requested. The letter had been received on the morning of the meeting and was shown to the Parish Council.

Action: Clerk to scan and circulate

e. Willand Neighbourhood Plan

The Parish Council RESOLVED to allow the piece of land detailed under the Local Government and Public Involvement in Health Act 2007, Mid Devon District Council (Reorganisation of Community Governance) (Halberton Parish Council) Order (2023) dated 5 April 2023 and further shown on the Option 2 map attached thereto, to move to Willand with immediate effect given that the order becomes effective on 1 May 2023.

212-15 Traffic Committee

The Traffic Committee had met on 4 April 2023 and the agenda of the meeting had been circulated to Parish Councillors. The minutes would be circulated shortly.

a. Road safety in the vicinity of Lower Town

A response is awaited from Devon County Council/Norse South West on drawing up a contract to obtain the land needed for the proposed pavement in Lower Town.

b. Flashing lights at the school/pedestrian crossing at the Village Hall

A response is awaited from Devon County Council.

c. 20mph Expression of Interest

The outcome of the revised 20mph Expression of Interest covering Lower Town is awaited.

d. 20 is plenty for Devon

A further online meeting will take place on 24 April 2023 and details had been circulated.

The signs for bins, cars and windows are now available from the Village Hall.

e. Pedestrian Safety

i) Halberton Community Association have purchased hi-viz waistcoats and 20 are being delivered to the school as requested.

Action: Councillor Graham

ii) Letters have been sent to residents whose hedges require cutting back from the road and one hedge has been cut and another is being cut.

Action: Clerk

iii) Pavement at The Hickory Inn

An initial email has been sent to DCC. The barrier is scheduled to be repaired/replaced.

Action: Clerk

f) any other items arising from the Traffic Committee meeting

Councillor Batchelor advised that he had met with those individuals who had confirmed they were happy to have the VAS units on their land and an agreement was being drawn.

The VAS units would be delivered to Councillor Browse who would then look at the fixings required.

The Traffic Committee had considered the quote for monitoring the traffic through the high street and vibration and noise levels at a cost of £2400 plus VAT and felt it was too much. The possibility of carrying out a survey following the purchase of equipment remained but was dependent on cost and volunteers. It was agreed to wait to see what information was available from the installation of the VAS units.

212-16 Newsletter Working Group

Councillor Marshall advised that the Newsletter Working Group would be discussing the way that the workload for the Newsletter could be shared for future editions at its next meeting on Tuesday, 2 May 2023. It was hoped that collaborative tools through Google workspace would allow several people to work on the document at the same time thereby easing the editorial load given that the document was now 80 pages.

Councillor Marshall had purchased a new programme and would be setting up the document again so that there was less risk of losing information. It was RESOLVED that the cost of the new programme should be met by the Parish Council.

Contributors would be asked to provide documents in Word format and be restricted to a word count – the possibility of a template document was being considered but historically individuals had not adhered to the guidelines.

Action: Councillor Marshall/Furmedge

The Parish Boundary Review and the resulting changes which come into effect on 1 May 2023 and would require some changes to the distribution lists. There had been some disruption in the delivery of this edition of the Newsletter. It was felt that having additional people to deliver the Newsletter would be beneficial and the possibility of offering a small remuneration was being considered.

Action: Newsletter Working Group

212-17 Review of Core Documents

No items have been placed on the agenda for this meeting.

A review of existing core documents would, once again, take place at the Annual Meeting of the Parish Council in May and further documentation would be provided in due course following the Clerk's completion CILCA training.

212-18 Financial accounts 2022/23

a. Financial report 2022/23 for March 2023

The financial report for March as detailed in the agenda of this meeting was noted.

The final accounts would be circulated to the Parish Council prior to the May meeting.

b. Payments to approve:

The following payments listed on the agenda were approved:

DALC Attendance of Iain Campbell at the Being a Good Councillor 4 webinar on 20/03	£ 18.00
I Awcock (foundations at Jubilee Car Park)	£356.21
C Graham (Newsletter distribution)	£ 30.00
Devon County Council x 2 invoices for Cordwents	£ 75.00
S McGeever (wages/Fasthosts) less tax	£456.90
HMRC	£210.40

c. Bank signatories/change of bank

Following the decisions made at the last meeting, work to switch banks was ongoing.

d. NALC pay award and review of Clerk's hours

Councillors Batchelor and Furmedge had met with Clerk to discuss the hours worked in excess of the budgeted hours and consider ways of working. There were three options; a) to pay the Clerk to do the work required to meet the Parish Council's objectives; b) pay the Clerk for the hours required to do the essential work and put projects on hold or c) members of the Parish Council take on more responsibility for the projects.

It was noted that over the past two years, there had been a considerable amount of catch-up on tasks which had been started in Covid, new committees/working groups and several large planning applications as well as the upgrading of the website, computer and ways of working which had all taken time.

When such projects came along such as the review of The Orchard planning application, the work would be agreed by the Parish Council prior to the Clerk undertaking the task.

The Clerk was providing more detailed time-sheets so that Parish Councillors could better understand the workload.

It had been noted that the Clerk does not charge for working from home, mileage or some of the work undertaken to do with events etc.

e. Membership of DALC

It was RESOLVED to continue the Parish Council's membership of DALC and to pay the membership fee of £460.28.

f. Internal Audit

The Clerk was in the process of sending all the documentation to the internal auditor in order that the audit was complete prior to the May meeting so that the report could be considered at that meeting.

g. External Audit

The Clerk advised that the paperwork had been received from the External auditor and that Halberton had been selected for the intermediate review 5% sample.

212-19 Members business including meetings attended, and miscellaneous matters (not for decision)

Devon Council Climate Network

Nothing to report

Connecting the Culm/Catchment Visioning Workshop

Nothing to report

Cullompton Health and Wellbeing

Nothing to report

Queen's Platinum Jubilee accounts

The Clerk would present the final accounts to the May meeting.

Action: Clerk

King's Coronation

Given the poor response to the call for a meeting, the organisation of events had been left in the capable hands of the HCA. There would be a lunch on the Sunday at the Village Hall, the History Group would prepare a display and a celebratory cake had been commissioned. Ash Thomas Village Hall would be holding an afternoon tea.

It was RESOLVED that the Parish Council would fund a mug or bookmark for all children in the parish under the age of 11 and purchase Union Jack bunting. It was RESOLVED to set a budget of £2000 for the celebrations.

Action: Clerk

History Group TWOSE exhibition

The exhibition had been a great success with over 160 people attending. The talk on the history of the company had been given three times to accommodate all the attendees.

212-20 Items for next meeting

No items for the next meeting other than those detailed in the minutes were put forward.

Next meetings: Tuesday, 16 May at 7pm - Annual Meeting of the Parish Council

Thursday, 18 May at 7.30pm - Annual Parish Meeting

It was agreed that Parish Councillors would meet at 6.30pm before its Annual Meeting to sign the necessary paperwork.

Signed:

Date:

HALBERTON PARISH COUNCIL

Item	Nominations to Committees and Working Groups: Traffic Committee, Newsletter Working Group, IT Working Group, Footpaths Working Group and Recreational Facilities Working Group	Report pages
7		16

Current Councillor representation:

Traffic Committee

Councillor Batchelor
Councillor Browse
Councillor Graham

Joint Traffic Committee

Councillor Batchelor
Councillor Browse

Newsletter Working Group

Councillor Graham
Councillor Marshall

IT Working Group

Councillor Campbell
Councillor Furmedge
Councillor Marshall

Footpaths Working Group

Councillor Browse
Councillor Furmedge

Recreational Facilities Working Group (to be decided) – suggested names are

Councillor Ayre
Councillor Batchelor
Councillor Browse
Councillor Campbell

The Terms of Reference for this group need to be written at the first meeting – its remit is to consider the facilities at the Recreation Ground, the Mead and, if appropriate, the Community Growing Area and then any other projects to improve the recreational facilities within the Parish.

The Terms of Reference should also cover the generally inspection of the facilities and completion of online reports and reporting back to the Parish Council of any action required.

Note: Funding had been set aside to produce a leaflet giving the walks within the Parish – this project could be given to the Footpaths or Recreational Facilities Working Group.

HALBERTON PARISH COUNCIL

Item		Report pages
8	Representation on External Bodies To approve Council representation on external bodies and arrangements for reporting back.	17

Current Councillor representation:

Grand Western Canal

Councillor Browse

Halberton Village Hall, Halberton Community Association and the Defibrillators

Councillor Graham

Police Advocate Scheme

Councillor Marshall

Connecting the Culm and other climate related matters

Councillor Campbell

Cullompton Health and Wellbeing

Councillor Batchelor

HALBERTON PARISH COUNCIL

Item		Report pages
9	Bank signatories To approve bank signatories for the Parish Council and Halberton Children's Recreation Ground accounts	18

Previous decisions are given below:

Change banks to Natwest for all accounts.

To have four signatories on all three Parish Council accounts to include the Halberton Children's Recreation Ground:

Councillor Batchelor
Councillor Browse
Councillor Furmedge and
Councillor Graham

HALBERTON PARISH COUNCIL

Item		Report pages
10	Review of Core Documents	19

The Parish Council's Core Documents are available on the Parish Council website and can be downloaded:

[Policies and Procedures – Halberton Parish Council](#)

If any member of the Parish Council or Public requires a hard copy of these documents then please contact the Clerk (clerk@halberton.org).

Changes to the Model Standing Orders documentation have taken place and an updated set of Standing Orders for consideration by the Parish Council has been circulated. Given its size, it is being circulated as an attachment to this agenda.

HALBERTON PARISH COUNCIL

Item		Report pages
11	Internal Audit Report: To formally note the findings of the internal audit and approve any recommendations. To formally appoint the auditor for 2023/24	20 – 21

- a) To formally note the findings of the internal audit and approve any recommendations.

The Internal Auditors report has been circulated to all Parish Councillors.

Key recommendations:

Accounts system

The current system uses a spreadsheet prepared by the previous Clerk. It is difficult to use and splits the current account and reserve accounts which means several sheets have to be used to ascertain the situation each month.

The Internal Auditor's recommendation is to look at a new system. There are several Parish Council specific accounts packages. Scribe regular provides training through DALC.

The following link goes to the pricing page which shows the cost as being £24 per month for small Parish Councils.

[Scribe Accounts - Pricing](#)

The S137 Payments for 2022/23 only reflect the Jubilee payments.

Other income

This refers to the Newsletter and Cemetery funds – these have their separate columns and are reflected in the budget monitoring and reported each month in the Accounts Report submitted.

The Internal Auditor's recommendation is that a written process is put in place.

Action: Clerk to write

All cemetery paperwork was submitted for the audit and no comments were received.

Reserve funds

The recommendation to date the reserve funds will be actioned.

Action: Clerk

Meetings

Recommendation: Existing Chairman opens the May meeting.

PAYE

Recommendation: Parish Council checks the information input.

Possible action: PAYE pay slips can be included with the time sheets circulated to the Parish Council.

Asset Register

Recommendation: Clerk to update and Parish Council to sign off.

Action: updating the asset register is part of the year end audit and is currently underway and will be presented to the Parish Council.

Banking reconciliation

The bank reconciliation takes place on a monthly basis using the spreadsheet but then removed. More recently the reconciliation has been included in the accounts report submitted to each meeting. This practice will be ongoing.

Cheques

Recommendation: 4 signatories

Action: This is being put in place together with the possibility to use the online payment system with dual signature.

Bank charges

HSBC introduced bank charges and is part of the decision to change banks.

Year End

Recommendation: use External Audit 'variance form'.

Proposed action : use the form provided

The 2022/23 accounts will be presented to the Parish Council for sign off at the meeting.

Conclusion

The Parish Council has followed proper practices during the year and has good methods of internal control in place.

The recommendations will further improve the Parish Council's processes going forward.

- b) To formally appoint the auditor for 2023/24

The current internal auditor will not be available for 2023/24.

DALC are looking to provide an internal auditor service.

HALBERTON PARISH COUNCIL

Item		Report pages
12	Annual Governance Statement 2022/23 To approve and sign the Annual Governance Statement	22

The Parish Council is required to complete Forms 3 of the AGAR documentations.

The Annual Governance Statement 2022/23 will be presented at the meeting.

Note: the signing of the documentation will be minuted under item 12 (see internal auditor report)

HALBERTON PARISH COUNCIL

Item		Report pages
13	Accounting Statements 2022/23 To approve and sign the Accounting Statement	23

The Parish Council is required to complete Forms 3 of the AGAR documentations.

The Accounting Statement will be presented at the meeting.

This will be supported by the accounting information prepared for the meeting.

Note: the signing of the documentation will be minuted under item 13 (see internal audit report)

HALBERTON PARISH COUNCIL

Item		Report pages
15	Mid Devon District Council matters a. To receive a report from the MDDC Council Member b. Grand Western Canal Group	24

It should be noted that Councillor Radford is no longer the Parish's MDDC Council Member.

- a) To receive a report from the MDDC Council Member
Councillor Duchesne, the newly elected, MDDC Council Member, has advised that she will attend the Parish Council Meeting.
- b) Grand Western Canal Group
The MDDC representative for the Grand Western Canal Group is not known at this time.
Councillor Browse is the Parish Council representative on the group.

HALBERTON PARISH COUNCIL

Item		Report pages
16	Devon County Council matters To receive a report from the DCC Council Member	25

Councillor Slade as advised that at the time of this agenda being published, there is no update to give on DCC matters.

HALBERTON PARISH COUNCIL

Item		Report Pages
17	Police matters To consider any correspondence from the Police and Crime Commissioner and the Council Advocate Scheme	26

No items for decision have been submitted.

HALBERTON PARISH COUNCIL

Item		Report Pages
18	Vacancies on the Parish Council To consider and, if agreed, approve any applications received.	27

Report from the Clerk:

Correspondence has been received from Elizabeth Slade regarding coming forward as a Parish Councillor.

It should be noted that the Parish Council had sufficient councillors elected to be able to work hold the Power of Competency and the Clerk is working towards the Cilca qualification.

HALBERTON PARISH COUNCIL

Item		Report Pages
19	10 Consideration of Mid Devon District Council's planning applications The planning application with its supporting documents and comments made by the public and other consultees which are published on the MDDC planning website prior to the meeting will be considered as part of the Council's deliberations on planning applications.	28 to 29

New applications:

23/00296/NMA – WITHDRAWN

Proposal: Non-Material Amendment for 22/0116/FULL relating to position of oil tank

Location: Land and Buildings at NGR 299329 109043 Way Mill Cullompton

23/00577/MFUL

Proposal: Erection of warehouse, associated charging pod, associated landscaping and infrastructure, and siting of a non-permanent welfare facility

Location: Land at NGR 305146 112110 (South of Hitchcocks Business Park) Uffculme Devon

Site Vicinity Grid Ref: 305146 / 112110

Parish: Halberton 25

Deadline for comments: 2 May 2023 extension given to 17 May 2023

23/00562/CLU

Proposal: Certificate of lawfulness for existing mixed use of land for the siting of a mobile home (caravan) for residential purposes/human habitation, for use as a commercial sawmill wood yard, builders yard and for car parking and associated vehicular access

Location: Land and Buildings at NGR 300325 114125 Sellake Barn Upplowman

Site Vicinity Grid Ref: 300308 / 114122

Deadline for comments: 5th May 2023 extended to 17 May 2023

23/00579/LBC

Proposal: Listed Building Consent to reduce height of existing chimney on rear elevation

Location: 4 Pond Hill Halberton Tiverton

Site Vicinity Grid Ref: 300620 / 112889

Parish: Halberton 25

Deadline for comments: 10 May 2023 – extension given to 17 May 2023

23/00725/HOUSE

Proposal: Erection of single storey side and rear extensions

Location: Landfall Ash Thomas Tiverton

Site Vicinity Grid Ref: 300431 / 111043

Parish: Halberton 25

Deadline for comments: 30 May 2023

Existing applications:

22/02102/MFUL

Proposal: Construction of on-farm anaerobic digestion plant with associated equipment and works

Location: Land at NGR 300535 112291 (Bycott Farm) Lower Town Halberton

22/02374/MFUL

Proposal: Construction and operation of a solar photovoltaic (PV) farm together with associated works, equipment and infrastructure

Location: Land at NGR 301974 110937 Dean Hill Road Willand

These applications are being monitored.

The Planning Applications to be considered at this meeting can be found at:

https://drive.google.com/file/d/1LDULuAezG1w5Vc-LZmGIVW_2L5Q92VnX/view?usp=sharing

This document is kept updated with the latest information.

Decharge Ltd

Land at Greenway, Tiverton, Devon

Temporary Inert Landfill and Construction Waste Recycling Facility

No application received at the date of publication of this agenda.

Other matters:

22/00665/MFUL

Retention of silage clamp and erection of roof over

Land at NGR 299554 112915 (Red Linhay) Crown Hill Halberton Devon

The Clerk was still awaiting a response regarding the questions raised by the Parish Council with regard to the planning conditions placed on the application and the latest request for a response also went to Richard Marsh as requested.

Both Councillor Radford and the Clerk had sent emails regarding the re-instatement of the Ad Liaison Group and again responses were awaited.

The Parish Council were in favour of a Working Group being set up to monitor information from the AD Plant.

Other planning matters:

Crow Green – Retrospective planning application approved

Five Bridges with Enforcement

The Orchard

Work is ongoing to put together a submission to Enforcement to support the Parish Council's belief that the car parking spaces should not be sold off.

Pleasant Streams with Enforcement

Heron's Bank with Enforcement

The Clerk is in communication with Enforcement on the items above.

The Clerk has also received communication regarding a potential break of planning at Selgar's Mill – a response is awaited.

HALBERTON PARISH COUNCIL

Item		Report Pages
20	Consideration of Mid Devon District Council's Planning Decisions	30

The following decisions have been received:

23/00453/FULL - APPROVED

Proposal: Installation of external cladding on agricultural building

Location: Land and Buildings at NGR 298963 111747 Manley Farm Manley Lane Tiverton

3/00215/FULL - APPROVED

Proposal: Change of use of agricultural land to domestic garden including retention of new vehicular access

Location: Land at NGR 300188 111354 Crow Green Ash Thomas Tiverton

23/00524/PNAG - APPROVED

Proposal: Prior notification for the erection of a polytunnel

Location: Land at NGR 301171 110299 Merry's Farm Brithem Bottom Cullompton

23/00266/HOUSE - APPROVED

Proposal: Erection of first floor extension above garage

Location: Coombe House Brithem Bottom Cullompton Devon

HALBERTON PARISH COUNCIL

Item		Report Pages
21	Highways matters and the Road and Snow Warden Schemes	31

Update and any new matters to report excluding those reported under the Traffic Committee:

a. Potholes

Potholes continue to be reported online to Devon County Council.
Repairs have taken place across the Parish.

b. Herne Bridge

No new date for the closure of Herne Bridge has been received.

c. Road Warden Scheme

Equipment

Confirmation of funding has been received

Action: Councillor Browse/Clerk

Training

Action: Councillor Batchelor to undertake initial training

Action: Councillor Furmedge to undertake Chapter 8 and strimming training

d. Snow Warden Scheme

Call for volunteers to assist Councillor Batchelor in his role as Snow Warden on social media and in the Newsletter.

Action: Councillor Batchelor/Furmedge/Marshall

e. Rose Cottage Bridge

The work to narrow the bridge has been completed.

HALBERTON PARISH COUNCIL

Item		Report Pages
22	Amenity matters	32 to

Update and any new matters pertaining to the amenities located within the parish.

a. Platinum Jubilee Car Park

The sign for the noticeboard has been actioned and received.

Actions required:

- i) Gravel base to be put under noticeboard (Councillor Batchelor)
- ii) Contact with MDDC to see if planning permission was needed to clear trees along the southern edge of the car park. A response was awaited.

b. The Mead

i) The Heads of Terms agreement for the new lease has been returned to Norse South West. Any amendment to that agreement will require the approval of the Farm Committee and a decision will be advised as soon as possible.

The question of when the equipment could be installed has also been asked.

ii) Installation of goalposts:

Ongoing dependent of size if pitch junior vs senior.

Once the Heads of Terms agreement is in place:

i) quotes for potential equipment

ii) quotes for installation of path from the car park to the Mead

iii) quotes for changing rooms and a decision on location – the Mead or the Car Park

c. Community Growing Area

A decision on the possibility of changing the location of the growing area is awaited (May 23).

d. Halberton Children's Recreation Ground

Work on the bank account is ongoing but all documentation has been completed.

Actions required:

i) update on installation of new equipment and financing (Councillor Campbell)

ii) monthly safety report (Councillor Ayre standing in for Councillor Campbell)

iii) set up meeting of the working group (see Item 7 above)

e. map of 5k run and adult gym equipment

on hold

f. Footpaths

Definitive Map Review and P3 return (Councillor Furmedge)

P3 Footpaths return - report

- Existing paths walking audit update

Funding from DCC has been authorised by the County Council (£1000) which should cover the activities from this year and last year.

Next:

Further effort will be made with the aim to create a more regular method of having paths audited and any issues captured, hopefully by engaging residents to assist.

Old paths DMR update

A sub-group of the DMR working group visited the Devon Archives on 6th April captured some information relating to footpaths from Tiverton Rural District from the 1950's along with some minutes from the Halberton Parish Council from late 1990's. These documents are being analysed to see if there is any details that help back

A small number of new User Evidence forms have been submitted,

Next:

- Review of documents from sub-group
- Continue investigations to gather factual evidence
- Obtain title deed for land with existing path to determine if paths are documented
- Ongoing efforts to located the missing Parish Council Minutes (1939 - 1962)
- Arrange next DMR working group meeting

g. Cemetery

i) notices regarding the work to be done to flatten the graves (ongoing)

ii) safety inspection of the gravestones (organised but not completed)

iii) planting of the monkey tree

Completed

h. The Pigeons/Muxbeare Lane

Following on from the last meeting, the Clerk wrote to MDDC to confirm:

a) the pricing for the bin at Ash Thomas.

Revised quote:

Installation would be £227.91p

And the empty charge would be

To empty once a week would be £665.60p per annum

To empty once a fortnight would be £332.80p per annum

b) request the change of bin at Muxbeare Lane.

The order to change the bin has been submitted.

i. Noticeboards

i) location of second noticeboard (Hitchcocks or Farm Shop) (Councillors Batchelor)

ii) access to the noticeboard at Brithem Bottom (Councillor Batchelor)

j. Defibrillators

Completed.

k. Landmark Tree

The Hornbeam has been planted.

It had been resolved to purchase a tree for the Pigeons (Ash Thomas). TO DO

n) Wildlife areas in the parish (Wildlife Warden)

General discussion on improving the wildlife areas in the parish, the Wildlife Warden project and the Hedgehog Project details of which had been circulated to the Parish Council.

n) Broken railings at the pond

Ongoing but they will be replaced.

HALBERTON PARISH COUNCIL

Item		Report Pages
23	Community items	34

To consider any other community matters.

a. Council IT tools Working Group to include Facebook page/Website/Communicating with Parishioners (Councillor Furmedge)

IT Tools - report and verbal update

- Collaboration tools

No further migrations have taken place due to time constraints.

Next:

Migrations of email to new environment for Councillors to be completed

Focus will be put into starting to use the collaboration tools for storing/sharing documents

- Website/Facebook

Ongoing posting of articles is taking place as required.

A tool for easier creation of posts for Agendas and Minutes has been created.

Posting of informational posts to the website and Facebook has also been streamlined.

Next:

Training on use of new posting tool to be given to Clerk.

b. Internet connectivity Working Group (Councillor Furmedge)

- Internet / Airband

No further updates as we are awaiting Airband to complete the network - there are a number of planned new pole installations in the parish to enable the fibre to be hung above ground.

Next:

Ongoing monitoring/assistance as required for Airband activities.

c. Neighbourhood Watch Scheme (Councillor Marshall)

d. Anaerobic Digester Liaison Committee

A response regarding the re-instatement of the committee is awaited from Mid Devon District Council.

e. Parish Boundary Review

The new documentation to confirm the result of the Parish Boundary Review has been received.

f. Willand Neighbourhood Plan

The Parish Council's decision was relayed to Willand Parish Council.

HALBERTON PARISH COUNCIL

Item		Report pages
24	Traffic Committee The Traffic Committee met on 5 April 2023.	35

The Traffic Committee did not meeting in May. The next meeting will take place in June.

a. Road safety in the vicinity of Lower Town

A response is awaited from Devon County Council/Norse South West on drawing up a contract to obtain the land needed for the proposed pavement in Lower Town.

b. Flashing lights at the school/pedestrian crossing at the Village Hall

A small amount of progress has been made and it is hoped to set up a meeting.

c. 20mph Expression of Interest

The outcome of the revised 20mph Expression of Interest covering Lower Town is awaited.

d. 20 is plenty for Devon

A further meeting took place on 24 April 2023.

Reminder: The signs for bins, cars and windows are available from the Village Hall.

e. Pedestrian Safety

i) Halberton Community Association have purchased hi-viz waistcoats and 20 are being delivered to the school as requested.

ii) Letters have been sent to residents whose hedges require cutting back from the road and one hedge has been cut and another is being cut.

lii) Pavement at The Hickory Inn

An initial email has been sent to DCC. The barrier is scheduled to be repaired/replaced.

HALBERTON PARISH COUNCIL

Item		Report pages
25	Newsletter Working Group The Newsletter Working Group met on 2 May.	36

The minutes of the meeting have been circulated to the Parish Council.

Work is ongoing to produce the next Newsletter.

HALBERTON PARISH COUNCIL

Item		Report pages
18	Financial accounts 2022/23 and 2023/24	37 to 39

a. Financial report for the year 2022/23

Income received 1/3/23-31/3/23 updated to reflect payments and receipts from 29/3-31/3/23

Current account		
Newsletter	£ 439.50	
Cemetery	£ 800.00	
Transfer	£5000.00	Total £6239.50

Reserve account	
Interest (March)	£ 29.01

Payments cashed in March:

MDDC (DD)	£ 15.96	
Brightsea (2548 - Newsletter)	£ 944.00	
S McGeever (2562 - wages less tax plus fasthosts)	£ 457.47	
Bank charges	£ 11.80	
HMRC (2563 - income tax/employee NIC)	£ 77.23	
Source for Business (2561 - cemetery water bill)	£ 12.53	
Countrywide (2560 - February invoice)	£ 456.00	
Halberton Village Hall (2566 - meeting room)	£ 188.00	
SJ & DM Diggle (2564 - Electrics – Jubilee Car Park)	£1065.17	
DALC (2559 - Councillor Campbell – DALC courses)	£ 54.00	
DALC (2559 - Councillor Campbell and Clerk – DALC courses)	£ 54.00	
Utility Warehouse (DD)	£ 8.20	Total £3344.36

The above totals reconcile to the bank statements.

Bank balance at

	28/2/2023	31/3/2023
Current	£ 1242.22	£ 4137.36
Reserve	£31670.41	£26699.42

	Current account	Reserve account
Opening balance	£1242.22	£31670.41
Receipts (inc transfer)	£6239.50	£ 29.01
Payments	£3344.36	£ 5000.00 (transfer to current account)
Closing balances	£4137.36	£26699.42 = £30836.78

BANK RECONCILIATION 31 March 2023

	2021/22 accounts	2022/23 accounts
Bank balance at 31 March		
HSBC current account	£ 4,706.39	£ 4,137.36
HSBC high interest account	£30,631.85	£26,699.42
	£35,338.24	£30,836.78
Less unrepresented cheques at 31 March	£ 317.00	£ 3,262.40
Net bank balances	£35,021.24	£27,574.28
Cash book		
Opening cash book	£33,508.62	£35,021.24*
Add unrepresented cheques (cancelled)		£ 242.00
Add receipts	£24,855.56	£43,418.95
Less payments + VAT	£23,025.94	£47,845.41
	£35,338.24	£30,836.78
Less unrepresented cheques	£ 317.00*	£ 3,262.40
Closing cash book	£35,021.24	£27,574.38
Actual balance in the bank	£35,338.24	£30,836.78

*Unrepresented cheques of £317

£200 lost - not cashed and subsequently cancelled re-issued and shows in 22/23 cheques

£42.00 not cashed and subsequently cancelled – company agreed subscription covered by insurance

£75.00 paid out in 2023 but accounted for in the opening cash book amount

b. Financial report for April 2023/34

Income received 1/4/23-30/4/23

Current account

Newsletter	£ 486.00	Total £486.00
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Reserve account

Precept	£7699.00	
Interest	£ 34.30	Total £7733.30

Payments cashed in March:

MDDC (DD) (Rates)	£ 42.14	
Saunders (2573- Recreation Ground)	£ 210.00	
I Awcock (2568 - foundations at Jubilee Car Park)	£ 356.21	
C Graham (2569 - Newsletter distribution)	£ 30.00	
S McGeever (2571 - wages/Fasthosts) less tax	£ 456.90	
Bank charges	£ 8.20	
SJ Reed (2579 – hedge trimming)	£ 172.80	
HMRC (2572 – PAYE)	£ 210.40	
Playsafety Ltd (2578 – Recreation Ground)	£ 90.00	
Upcotts (2574 – Ground maintenance)	£ 450.00	
I C Woollacott (2565 – Cordwents)	£ 902.40	
South West Ambulance Service (2558 - Defibrillator)	£2160.00	
Utility Warehouse	£ 8.83	
Devon County Council (2570 – Cordwents)	£ 75.00	Total £5172.88

The above totals reconcile to the bank statements.

Outstanding cheques:

CAB grant (2021/22 – 2449 re-written on 2510)	£ 200.00
DALC (2567 –training)	£ 18.00
Brightsea (2576 – Newsletter)	£ 944.00
DALC (2577 – Membership fee)	£ 460.29

2575 – Cancelled

Bank balance at

	31/03/2023	30/04/2023
Current	£ 4137.36	£ 549.52DR
Reserve	£26699.42	£34432.72

	Current account	Reserve account
Opening balance 31/3/23	£4137.36	£26699.42
Receipts (inc transfer)	£ 486.00	£ 7733.30
Payments	£5172.88	
Closing balance 30/4/23	£ 549.62DR	£34432.72 = £33883.10

A transfer of £5000 has been made to correct the negative balance in the account.

c. Payments to approve (Council):

Upcott's Ground Maintenance	£462.00
S McGeever (wages/expenses)	£691.50 (includes NALC increase for Feb/March)
HMRC (PAYE)	£106.00

d. Clerk's hours

Councillors Batchelor and Furmedge had met with Clerk to discuss the hours worked in excess of the budgeted hours and consider ways of working.

There were three options; a) to pay the Clerk to do the work required to meet the Parish Council's objectives; b) pay the Clerk for the hours required to do the essential work and put projects on hold or c) members of the Parish Council take on more responsibility for the projects.

When such projects came along such as the review of The Orchard planning application, the work would be agreed by the Parish Council prior to the Clerk undertaking the task.

The agreed number of hours is 12 hours per week making a total of 624 hours.

The hourly rate is currently £12.01 which makes a total of £7494.24 which will be £624.52 per month.

Overtime worked in 22/23 to cover agreed Cilca training and mentoring has naturally added to the number of hours worked and work is ongoing to complete the units together with the increase in the number of Parish Council meetings due to large planning applications and to the number of working groups/committees and events (Jubilee) and election. Total worked 197 hours x £12.01 = £2365.97 (approx. 4 hours per week).

