

**BUCKLAND TOUT SAINTS PARISH COUNCIL**  
**Draft minutes of Annual General Meeting held at St Peter's Church**  
**at 6pm on Tuesday 24<sup>th</sup> May 2023**

**Present: Cllrs Diana Jones, Anne Brunner-Ellis and Jane Harrison.**  
**District Cllr Laurel Lawford. Helen Hamilton, Clerk.**  
**There were 5 members of the public in attendance.**

**1 ELECTION OF CHAIRMAN**

It was proposed by Cllr Harrison, and seconded by Cllr Brunner-Ellis, that Diana Jones continue as Chairman for the forthcoming year. **It was agreed** that Chairman Jones would continue, signed the Declaration of Acceptance of Office form and took the chair for the rest of the meeting. Chairman Jones welcomed councillors and parishioners to the meeting.

**2 COUNCILLORS – DECLARATION OF OFFICE**

Cllr Harrison and Brunner-Ellis had completed their Declaration of Acceptance of Office form and happy to continue as cllrs.

Dan Bridger was unavailable to attend this meeting but will complete his paperwork at the next meeting of the Parish Council.

There is one seat now vacant on the Parish Council and the Clerk will advertise this casual vacancy.

**3 CLERK /RESPONSIBLE FINANCIAL OFFICER**

Helen Hamilton is to continue as Clerk and Responsible Financial Officer.

**4 APOLOGIES** – Apologies had been received from Dan Bridger and County Councillor Rufus Gilbert.

***The Clerk highlighted a change to the agenda following item 4 to include County and District Cllr Reports***

**5 DISTRICT AND COUNTY COUNCILLOR REPORTS**

**District Cllr Laurel Lawford**

Cllr Lawford attended the PC meeting to introduce herself as our new district cllr following the elections on 4<sup>th</sup> May 2023. Cllr Lawford has attended training following the election and has her first full council meeting tomorrow, Thursday 25<sup>th</sup> May.

Clerk to send rest of the year's meeting dates to Cllr Lawford.

MofP asked when road repairs at Halwell may be complete. Cllr Lawford will double check and email Clerk but thought they should be complete by 30/05/23.

**County Cllr Rufus Gilbert**

The Clerk read out the report sent by Cllr Gilbert

1. *I am on holiday the first two weeks of June*
2. *Bus fares will remain at £2.00*
3. *The accident at Harraton Cross on Plymouth Road near Modbury was caused by the driver of the mobile home having a heart attack. Sadly he passed away.*
4. *The road, Sigdon to Ledston, which was due to be dressed was put back due to the weather. This is now re-scheduled for 2<sup>nd</sup> June 2023.*

## **6 ANY DECLARATION OF INTEREST – nil**

**7 MINUTES** The minutes from the meeting on 25<sup>th</sup> April had been circulated and **it was agreed** that these minutes be approved as a true record of those proceedings. Chair Jones signed them accordingly.

## **8 FINANCIAL REPORT**

### **a. 2022 / 23 Audit Paperwork for completion**

**i] It was agreed** that the Annual Governance Statement in the Annual Return be approved by the council and it was resolved for the Clerk and Chair to sign.

**ii] It was then agreed** that the Accounting Statement in the Annual Return be approved by the council and this was then resolved for the Chairman and Clerk to sign. The Annual Return will be sent to PKF Littlejohn by the due date of 3<sup>rd</sup> July 2023.

**iii]** It was resolved that the Chairman and Clerk sign the Exemption Certificate.

### **b. Zurich Insurance Renewal**

The Clerk had distributed the information from Zurich Insurance to cllrs prior to the meeting. All cllrs were in agreement to continue with Zurich Insurance. The policy is £258.26 for the 2023/24 year, an increase of £10.38.

Discussion was held regarding insurance cover for items that were borrowed for events e.g. gazebos, electrical items. Also regarding the storage of items. Clerk to discuss with Zurich and to confirm if policy is new for old should any assets need to be claimed on the insurance.

### **c. Expenditure to be approved**

The Clerk noted the following payment for the minutes made on 28/04/23:

Stubbs Mugs	Coronation mug gift boxes	£24.95
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**It was agreed** that the following items of expenditure be approved:

HMRC	PAYE – May	£39.40
H. Hamilton	Salary – May	£157.93
Zurich Insurance	Annual renewal	£258.26
O. Jenkinson	Audit	£100.00
A. Williams	Coronation items - refund	£13.00
M. Moore	Coronation items – refund	£51.10
M. Moore	Coronation items – refund	£12.34
D. Jones	Coronation items - refund	£35.99
D. Jones	Coronation items – refund	£21.80

The clerk confirmed that the bank balance as of 19/05/2023 was £6992.41. The finance spreadsheet had been emailed to cllrs prior to the meeting and had been seen by all. The clerk and chair signed a hard copy of the finance spreadsheet for records.

## **9 REVIEW OF ASSET REGISTER**

The Clerk had updated the Asset Register and distributed this to cllrs prior to the meeting. All additional assets have been added to the insurance policy. Total assets now total £6976.02. Chair and Clerk signed accordingly.

Chair Jones highlighted that the projector and screen, which she had kindly donated, was not on the Asset Register. Clerk to put this on the insurance policy and determine value.

## **10 PLANNING**

### **1267/23/FUL, Salcombe Brewery Ltd, Slade Reservoir TQ7 4BL Proposed fermentation vessels**

Discussion held between cllrs and MoP regarding this new planning application. Whilst there was no objection to the fermentation vessels, there was frustration that a previous planning application which detailed the landscaping is still yet to be fulfilled. It was agreed that a condition of approval be that the landscaping be fulfilled. Cllr Harrison also noted that the previous planning application had also mentioned solar pv which had not happened, and that this again was included on this most recent planning application. This is a key area of importance when complying with the Climate Emergency prerequisites for planning applications.

Clerk to compose a response on behalf of PC.

## **11. CHAIRMAN AND COUNCILLOR REPORTS**

The raffle held at the Coronation celebrations raised £168 which was donated to Kingsbridge Foodbank. The Chair thanked all those involved in making this a wonderful celebration.

Chair Jones wished to highlight to cllrs that meeting dates had been planned in late 2022, and are listed on the website for reference also: <https://www.buckland-tout-saints.org.uk/parish-council-meetings>

If cllrs know that they are going to be away please let the Clerk know in advance so necessary arrangements can be made in ample time should the meeting not be quorate.

MofP, following on from APM, wished to thank the PC for their continued support throughout the process of the installation of superfast broadband to the parish. Chair Jones has provided a report to Openreach to use as a good news story of how both the PC and Openreach worked together on this project. There is still a couple of premises who would like to join up who Chair Jones is working with alongside Michelle Maidment of Openreach.

## **12. DATE OF NEXT MEETING**

The next meeting, Planning meeting, Tuesday 20<sup>th</sup> June, 6pm, St Peter's Church

The meeting closed at 6.45pm

Helen Hamilton, Clerk