Minutes of the Annual General meeting of Chivelstone Parish Council, held in Chivelstone Parish Community Hall, on Monday 13 May 2019 at 7.30pm.

**Present** – Cllr S Jeffery, R Partridge, C Lewis, J Brazil, RRJ Tucker, RJ Tucker, Brenda Jeffery and the Clerk.

1. **Apologies for Absence:** none
2. **Election of Chairman** – Cllr RRJ Tucker proposed Cllr Jeffery as Chair, seconded by Cllr Partridge.
3. **Election of Vice Chairman** – Cllr Lewis proposed Cllr Partridge as Vice Chair, seconded by Cllr RJ Tucker.
4. **Declarations of Interest** – Cllr RJ Tucker declared an interest in Item 14b).
5. **To appoint representatives to the following bodies:**

**a**) Coleridge Association of Parish Councils. (2) JB & SJ

b) Coleridge Community Bus Committee. (2) CL & RJT

c) Village Maintenance Officers (4). RH, SJ, RP, JB.

d) Tree Warden. (1) SJ.

e) Footpath Warden. (2) CL & RP

f) C P C Hall committee. (1) RP

1. **To sight the Trust Deeds and various legal documents** – Following inspection by Councillors, Cllr Partridge proposed that all was in order, seconded by Cllr RJ Tucker.
2. **Code of Conduct –** Cllr Lewis proposed that the Code of Conduct is adopted for **2019/20**, seconded by Cllr Jeffery.
3. **Risk Assessment** – Cllr Jeffery proposed that the CPC risk assessment is adopted for **2019/20**, seconded by Cllr RRJ Tucker.
4. **Minutes –** minutes of the Council meeting held on 1 April 2019 were proposed as correct by Cllr Partridge and seconded by Cllr RJ Tucker.
5. **Matters arising from the minutes of 1 April 2019**

* Footpath from Maelcombe to Woodcombe – Cllr RJ Tucker to follow up.
* The Neighbourhood Highway Officer is in the process of arranging for the finger post at Chivelstone Cross to be replaced.

1. **Matters for the Chairman’s discretion -** See item 16
2. **Cllr. J. Brazil (SHDC & DCC)** Due to the elections no decisions have been made and meeting is due to reallocate roles. Some interest in a Neighbourhood plan with a primary residence clause for new builds (Slapton and Eat Portlemouth are also keen on this suggestion – add to Annual Parish meeting agenda.
3. **Planning – 1072/19/HHO -** CPC had no objections, proposed by Cllr Jeffery, seconded by Cllr RRJ Tucker.
4. **Finance:** as at 13.05.2019
5. Accounts Instant Access £ 12,287.96

Number one £ 877.99

1. Cheques Helicopter landing site rental £ 10.00

Clerk’s salary (1.1.19-30.4.19) £ 600.00

DALC membership renewal £ 64.89

BACs transfer – winter operation of public toilers £ 1059.96

1. Paid in Car parking boxes £ 287.90
2. Approval of Annual Governance Statement
3. Approval of Accounting Statements

Cllr Jeffery proposed that the Parish Council finances be noted and cheques approved, seconded by Cllr RJ Tucker

Cllr RJ Tucker proposed that Item 14 d) and e) be approved, seconded by Cllr Jeffery.

1. **Correspondence –** all correspondence forwarded to Councillors
2. **Matters at the Chairman’s discretion, or to be put to the next meeting**

* Church information board - agreed in principle but would need to see final version prior to full approval, proposed by Cllr Jeffery and seconded by Cllr Partridge.
* Requirement for new Councillor following Dai Jones resignation.
* Bridleway sign needs re-positioning (Cllrs RJ and RRJ Tucker to resolve).
* Moorwell – brambles around apple tree need thinning and well needs tidying.

1. **Public Participation** – Mrs B Jeffery asked when the kiosk will be repainted and noted that the recycling bins were overflowing at Easter (Cllr Brazil advised that recycling was due to change and bottles will be collected kerb side) and that the road at Frogmore is in a poor state (Cllr Brazil to speak to Lisa Edmonds at Highways). The Chair mentioned that whilst rubbish is collected from the beaches it is left in a heap – clerk to try and source some collection bags.
2. **Date of next meeting:** Monday 3 June 2019 (Annual Parish meeting)

Sean Jeffery, Chair, Chivelstone Parish Council:------------------------------------------------------------

Ren Hill, Clerk, Chivelstone Parish Council:------------------------------------------------------------------

Date 03.06.2019