Minutes of the meeting of the Annual Parish meeting **and** AGM for Chivelstone Parish Council, held on Monday 24 May 2021.

**Attendees** – Cllrs S Jeffery, J Brazil, RRJ Tucker, A Johnston, C Lewis, RJ Tucker, R Partridge and B Jeffery, S Trinnick and the Clerk.

**Annual Parish meeting**

1. **Apologies for Absence:** J Bickle
2. **Minutes –** the minutes of the last Annual Parish meeting held on 3 June 2019 were proposed as correct by Cllr Lewis and seconded by Cllr RRJ Tucker.
3. **Matters arising from previous minutes -** none
4. **Chair’s annual report –** this is available on the website.
5. **Neighbourhood Beat manager’s report -** Sgt James Timmis, based at Kingsbridge is the Police Neighbourhood Team Leader for this Parish. As part of their commitment to providing the highest quality of service possible to our communities they are looking to increase connectivity. He’d like to ensure that all our communities are fully aware of the best ways to contact them. Clearly 999 will always be for emergency situations. For lower priority incidents they can be reached through the 101 system by phone, web chat or email. Additionally, he is creating a group drop-in session every other month where members of the team (police and clerks) will be able to chat, via MS TEAMS, about anything of relevance. For this list of parishes this will take place on the 1st Wednesday of every even month (Feb, April, June etc) and be open from 1300 – 1500 hours.
6. **Finance Report –** For the year end 31.03.2021

**Paid in -** £6,421.08

**Paid out -** £5,679.31

**Cashbook balance -** £11,716.42

1. **Cllr. Brazil, SHDC, DCC** – Rollout of new recycling has been halted in parts of East Portlemouth to allow the collections to catch up with the backlog. There appears to be a shortage of lorries required to be efficient. Continue to report missed collection on SHDC’s website and to also let him know. Due to CV19 the focus for the District and County Councils has been on statutory duties. DCC have been the lead for CV19 response and until recently the level has been low, a slight increase in the 20-40 age group, indicating vaccines are working.
2. **Updates from parish organisations** - Letter from the Coleridge bus asking parishes to help increase the use (Clerk to contact them and ask when the next Coleridge bus meeting will be). Hall has been closed due to Covid 19 restrictions for the majority of the year. Prawle Fair has been cancelled for 2021. The latest on the St Sylvester’s Church Repair Project is that the Architect has reported that some of the South Aisle windows are in a very poor state and are in urgent need of extra money being spent on them. However, the project received a grant of £10,000 from Allchurches Trust which should help mitigate the problem. The South Porch is being extensively re-built. Engagement and fund-raising events continue to be supported and further are planned.
3. **Public Discussion** – Sarah Trinnick asked how long the Coleridge bus stays in Kingsbridge, is it currently restricted due to CV19? and could it stay a little longer once a month to allow for more varied activities such as going to the gym? She has found it difficult to report missed collection on the website. Brenda Jeffery advised that she has been told that items such as shredded paper can be put in the box inside another bag, as hers was strewn all over the road when collected.

**Annual General Meeting**

1. **Apologies for Absence:** J Bickle
2. **Election of Chairman –** Cllr Jeffery was proposed by Cllr Brazil and seconded by Cllr Lewis.
3. **Election of Vice Chair –** Cllr Partridge was proposed by Cllr Brazil and seconded by Cllr RJ Tucker.
4. Declaration of interest – Cllrs RRJ Tucker and RJ Tucker declared an interest in Item 10 d) and Item 18
5. **To appoint representatives on the following bodies:**
	1. Coleridge Association of Parish Councils. (2) JB & SJ
	2. Coleridge Community Bus Committee. (2) CL &RJ
	3. Village Maintenance Officers (5). RH, SJ, RP, JB & AJ.
	4. Tree Warden. (1) SJ.
	5. Footpath Warden. (3) CL, AJ & RP
	6. C P C Hall committee. (1) RP
	7. Data Protection Officer (1) CL
6. **To sight the Trust Deeds and various legal documents** – Noted – and the Hall Committee need to check whether any action is required concerning the Land Drainage document due to the change of ownership of Bowhayes House.
7. **To adopt the Code of Conduct for 2021/22** – proposed by Cllr Jeffery and seconded by Cllr Partridge.
8. **To adopt the Risk assessment for 2021/22** – proposed by Cllr Jeffery and seconded by Cllr Brazil.
9. **Minutes –** minutes of the Council meeting held on 10 May 2021 were proposed as correct by Cllr Johnston and seconded by Cllr Partridge.
10. **Matters arising from the minutes of 12 April 2021**
	1. Dancing Beggars – Cllr Jeffery to invite the owner of Dancing Beggars to attend the next meeting. Cllr RJ Tucker has located the deed of transfer for the property.
	2. Sunny Paddocks – Cllr Brazil to follow up – c/f
	3. Phone box – Paint being sourced
	4. Coolings Farm (to include fencing around caravans) – Cllr Brazil informed the Parish Council that a site visit by the SHDC Enforcement team is imminent.
	5. Replacement padlock for the car parking box – see item 16
11. **Neighbourhood Plan –** Cllr Brazil asked if following the leaflet feedback we are happy to proceed – proposed by Cllr Jeffery and seconded by Cllr RRJ Tucker.
12. **Community Housing Scheme** – Meeting with field owners and Chair has been arranged.
13. **Matters for the Chairman’s discretion -** see item 18
14. **Cllr. J. Brazil (SHDC & DCC)** – The Tour of Britain will go through Kingsbridge on 7 September 2021 resulting in short closures of the roads. Pond clearance is due – volunteers required.
15. **Planning –** none
16. **Finance:** as at 24.05.2021
17. Accounts Instant Access £ 14,131.20

 Number one £ 552.86

1. Cheques Padlock £ 33.34

 Cllr Jeffery proposed that CPC finances be noted and cheque approved, seconded by Cllr Brazil.

1. **Correspondence – all correspondence forwarded to Councillors**
2. **Matters at the Chairman’s discretion, or to be put to the next meeting**
* Premises licence for Pizza Garage – applicants have offered conditions to alleviate the Parish Council’s concerns and so CPC representation has been withdrawn.
* East Portlemouth Parish Council meeting – their clerk is off sick and Chivelstone’s clerk has been asked to help with the minutes.
* Plaque for DHS – Clerk to research what is available.
* SW AONB event on 27 June incorporating Church stall, and a Church stall on the Green on 31 May from 3.30pm. SW AONB to attend next PC meeting.
1. **Public Participation** – Brenda Jeffery asked what was wrong with the chain as it looked very tidy, and that the potholes were a greater priority than the new tarmac.

Jane Bickle mentioned that they would be interested in tendering for the village maintenance, and as Cllr Lewis is CPC lead for PROW perhaps they could both walk the bridleways and discuss the issues. Also that they have been making wooden boxes to prevent the recycling boxes from blowing away.

1. **Date of next meeting:** 7 June 2021

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

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

Date 07.06.2021