Minutes of the meetings of Chivelstone Parish Council, held on Monday 9 May 2022.

**Attendees** – Cllrs S Jeffery, R Partridge, J Brazil, RRJ Tucker, C Lewis, A Johnston together with B Jeffery, S Trinick, A Lennon and the Clerk.

**Annual Parish Meeting**

1. **Apologies for Absence** – Cllr RJ Tucker
2. **Minutes** – were approved
3. **Matter arising** – none
4. **Chairman’s annual report -**
5. **Police report –** Devon and Cornwall continue to have one of the lowest crime rates in the country and crime levels have not returned to their pre-covid levels.
6. **Finance report –** The annual internal audit was noted. The Chair explained that the precept had been maintained at the previous year’s level, and that a surplus was being held as contingency for election costs, potential community housing costs and Neighbourhood Plan referendum costs.
7. **SHDC & DCC round up** was given by Cllr Brazil and covered the extra funding for adult and children social services raised through increased Council Tax, the continued non-collection of brown bins which may lead to a charge being made and that a supplementary planning document is out for consultation.
8. **Updates from Parish organisations -** an annual report was received from the Chairman of the Community Hall together with a Treasurer’s report.
9. **Public discussion –** Brenda Jeffery felt that the grey food caddies were a waste of money as they are not being used/collected, SHDC have lost control of the recycling by outsourcing, brown bins are only required seasonally but still not getting a regular collection and despite this poor service Council Tax is increasing. Ali Lennon mentioned that a finger post down by Horsley Cove has fallen over and needs to be reported. Sarah Trinick raised the point that the Peace Fund was distributed to the school age children of East Prawle, why are children from West Prawle now included? The Hall Committee should be made aware of the history (AL felt that perhaps the Jubilee could be an opportunity to relate the history of the Peace Fund). Chair explained that as DHS was the Chair at the time of the change to Xmas party the children at West Prawle were also included, (currently an extra 5 children). Chair proposed that the Peace Fund be added to the next agenda for discussion. Brenda Jeffery expressed her thanks to Cllr Brazil for all that he does, and to the CPC.

**Annual Parish Council Meeting**

1. **Apologies for Absence:** Cllr RJ Tucker
2. **Election of Chairman** Cllr Partridge proposed that Cllr Jeffery be elected, seconded by Cllr Johnston.
3. **Election of Vice Chairman** Cllr Lewis proposed that Cllr Partridge be elected, seconded by Cllr Johnston.
4. **Declaration of interest** – Cllrs RRJ Tucker in item 17 Camping at A Pizza Me.
5. **Councillor representatives** – all Cllrs continued in their current roles apart from Cllr Jeffery replacing Cllr Partridge as the Hall liaison and Cllr Johnston representing CPC with the Life on the Edge project.
6. Deeds and legal documents were viewed by the Councillors.
7. **Code of Conduct** – was adopted for the year 2022/2023.
8. **Risk Assessment** – was adopted for the year 2022/2023.
9. **Minutes –** minutes of the Council meeting held on 4 April 2022 were proposed as correct by Cllr Johnston and seconded by Cllr Jeffery.
10. **Matters arising from the minutes of 4 April 2022**
    1. Registering common land – All to consider which documents show the pond being used, for at least 20 years, in a recreational way.
    2. Fire proof box – Martin Hopkins has dropped off some ceramic fireproof cloth (welder’s cloth) that he has donated. Will require a chimney flue to encase the map.
    3. CCTV at recycling – no response to email, so clerk will speak to Piglet Stores.
    4. First responder – EPPC have contributed towards the cost of the insurance.
    5. Platinum Jubilee – Ali Lennon informed the Cllrs that all the printing has been done and fliers will be put up in the camping fields to try and increase attendance. £100 towards printing costs will be added to the June agenda (reimbursement to Ali Lennon). Commemorative coins will be presented on Sunday 5 June by the Chair.
    6. **Stephen’s Field** – SHDC and the owner have been contacted by the clerk.
11. **Neighbourhood Plan –** carried forward.
12. **Matters for the Chairman’s discretion -** see item 17
13. **Cllr. J. Brazil (SHDC & DCC)** – see roundup in item 7 of the Annual Parish meeting above.
14. **Planning** – **1306/22/CLE** – individuals will need to make their own comments if they wish.

**Ashbyrne smallholding** – carry forward and ask Cllr Brazil for an update.

1. **Finance:** as at year end 31.03.22
2. Accounts Instant Access £ 12726.13

Number one £ 475.27

* 1. Paid out Clerk’s salary (April) £ 150.00

Hawthorn’s (audit) £ 50.00

First Responder insurance £ 628.27

Book keeping/payroll £ 110.00

N Carter (mowing) £ 60.00

DALC annual subs £ 65.56

* 1. Paid in April car parking box £ 101.14

Western Power wayleave £ 14.11

1. Approval of Annual Governance Statement
2. Approval of Accounting Statements
3. Approval of Certificate of Exemption

Cllr Jeffery proposed that CPC finances be noted and payments made, seconded by Cllr Partridge.

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

* Village Green – Cllrs discussed the grass management on and around the Green. Cllr Lewis proposed that we ask Nick Carter to continue to cut the main Green leaving the long grass in the corner and to strim the ‘little triangle’ around the benches, seconded by Cllr Partridge.
* CPC Website – Needs to upgraded at a one-off cost of £199 plus VAT. Proposed by Cllr Jeffery and seconded by Cllr Johnston.
* Adverts for camping at A Pizza Me have been noticed. Clerk to discuss with owners.
* Phone box on the Green – not working, needs to be reported
* Stures Court – Clerk to ask owner for an update on her proposed repair work.
* Awning at back of shop – a firm structure has been erected – is this their land or does it belong to the Green? Clerk to raise with Julie and Craig.

1. **Public Participation** – B Jeffery would like to thank the Cllrs and clerk for all that they do. S Trinick expressed her pleasure at the decision of the CPC to keep certain areas of grass longer (although some will get trampled on at Prawle Fair).

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

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

Date 06.06.22