Minutes of the meetings of Chivelstone Parish Council, held on Monday 13 May 2024.

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

**Annual Parish Meeting**

1. **SHDC & DCC -** Cllr Brazil provided an overview of the last year.
2. **Chairman’s annual report –** round up of the Parish year from Cllr Jeffery.
3. **Updates from Parish organisations -** an annual report was received from the Treasurer of the Community Hall together with a letter from the Community First Responder.
4. **Police report –** the area of Kingsbridge Rural East has very little crime and none in this parish.
5. **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 any maintenance costs, Community First Responder costs and potential election costs.
6. **AOB –** Councillors thanked the clerk.

**Annual Parish Council Meeting**

1. **Apologies for Absence:** Cllr Brazil
2. **Election of Chairman** – Cllr Jeffery, proposed by Cllr RRJ Tucker and Cllr Lewis
3. **Election of Vice Chairman** – Cllr Lewis, proposed by Cllr Jeffery and Cllr Partridge.
4. **To appoint representatives to responsibilities and local bodies** – all agreed to maintain their current roles.
5. **Trusts, Deeds and legal documents** – these were inspected by the Cllrs.
6. **Code of Conduct** – the 2024/2025 version was adopted
7. **Risk Assessment** – the 2024/2025 version was adopted.
8. **Declaration of interest** – none
9. **Minutes –** minutes of the Council meeting 8 April 2024 were authorised and signed.
10. **Matters arising from the minutes of 8 April 2024**
    1. Registering common land – Carry forward.
    2. Town Hill notice board backing. It will be ordered this month.
11. **D-Day 80th Anniversary 6 June 2024 –** All is progressing.
12. **Matters for the Chairman’s discretion -** see item 17
13. **Cllr. J. Brazil (SHDC & DCC) –** nothing of note to report in addition to the annual round up.
14. **Planning** – **APP/K1128/C/24/3339217 Vehicular Access, Ford – objection. 0933/24/FUL- no objection.** **Enforcements** were discussed
15. **Finance:** To approve year end accounts and sign i) Annual Governance Statement, ii) Annual Accounting Statements, iii) to declare the PC meets the qualifying criteria and is therefore exempt from limited assurance review.

Accounts Instant Access £ 1,185.84

Number one £ 10,188.81

* 1. Paid in Car parking box APR £ 50.38

Wayleave £ 16.34

* 1. Paid out Printing ink £ 74.99

Election expenses £ 148.70

Hawthorns (internal audit) £ 55.00

CFR MOT/Tax £ 560.99#

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

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

* Ducks Lane needs strimming.
* The Hall needs a new First Aid kit – clerk to source
* Car Parking box needs an additional padlock as the bolt has been tampered with.
* Footpath 32 needs attention as it is very rutted..

1. **Public Participation** – none
2. **Next meeting** 3 June 2024 at 7.30pm

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

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

Date 03.06.2024

# 50% will be re-couped from East Portlemouth Parish Council