**Minutes for 3rd April 2024 meeting held at 7:30pm at the Umberleigh Village Hall**

**Those present:** Chair Wheaton, Cllr Pawley, Cllr Craze, Cllr Nicklin, Cllr Alford, Cllr Beauregard, Cllr Seatherton, Cllr Mullinger, Cllr Blyther, and Faye Davies (clerk).

**Also present:** Cllr Whitehead and six members of the public

**Apologies: To receive apologies and to approve reasons for absence.**

Cllr Henderson due to having another meeting, Vice Chair Murch due to family emergency.

**Declarations of Interest**

None other than what has already been openly reported.

**Minutes**: Cllr Pawley brought up an issue with the minutes page numbers being incorrect, the clerk and Chair proposed to look through previous minutes and check the numbers are correct.

**Clerks report**

a. Bank accounts update, with a request to use general reserve money. – vote of 1k agreed upon and that money will go back once precept is in. Chair to go onto bank account as requested by standing orders. Cllr Nicklin and Craze seconded this notion.

b. Snow warden/salt bins and storage update – Insurance does not cover the snow warden, so far, no person has volunteered or agreed to move the salt.

c. Phone box – it was unanimously agreed to adopt the phone box, and agreed to put a questionnaire out to members of the public to see what suggestions they have for the phone boxes future use. Chair, Clerk and Cllr Mullinger to approve.

**Payments for approval**

a. SLCC membership renewal of £215 – all agreed.

b. Clerks’ wages and HMRC tax contribution, total of £352.77 – all agreed.

c. Hall hire charges for both Umberleigh (£20) and Methodist School rooms for recent planning meetings (cost yet unknown but a charge of £15 per time) – summons/agenda for planning meetings to be sent to clerk so that there is a money trail for hall hire charges for the clerk to follow.

d. Authorisation of £680 Umberleigh Defibrillator money to be moved into the reserve account from the current account – agreed, it was mentioned that the Council agreed to provide £217 towards Umberleigh defibrillator, this is to be agreed upon at the next meeting.

e. Request for authorisation of Umberleigh defibrillator money to be moved into the current account when payment for the new defibrillator is required – all agreed and the total is to be minuted at the next meeting once the total for defibrillator is known.

f. Clerk request to be able to use Parish Council bank card to pay for small costs, e.g. printer ink, postage etc, a limit to be determined by the Council - £50 limit per transaction agreed, breakdown of payments to be authorised at council meetings.

g. Request to use the Parish Council bank card to send Devon Air Ambulance £600 money raised – all agreed.

h. Starting from the new tax year, request for clerk’s annual wage to be approved and authorised to pay this wage monthly, with any wage increase to be authorised first – all agreed.

i. DALC membership fee of £328 – to be considered at the next meeting due to another invoice arriving with a different total.

j. Website cost of £76.50 if paid annual, or £97.50 if paid monthly. Further information provided in item 13 – deferred until the next meeting and to be discussed at the Finance Committee meeting on Thursday 11th April at 19:30 at Umberleigh Village Hall.

**County Councillors update and highways report** – Cllr Henderson sends his apologies, no information given for this item.

**District Councillors report** – to be reported in item 11.

**Playing Field update** – conducted by Cllr Craze

Inspection routine has been set up, fence behind the goal has snapped and needs replacing. Small volunteer group is in place to maintain the play area. The grass on the playing field has been cut down but Cllrs are aware of the current wet weather and do not want to wreck the ground.

**Chittlehampton Village Hall update** – conducted by Cllr Nicklin

Mobilisation for the work on the village hall will start in May for preparation for June.

CCTV may have no electricity for a while due to the work going on at the hall, Cllr Nicklin asked does the current CCTV need to be retained or will it need to be updated once the work on the hall is complete, as currently the CCTV quality is quite poor.

Clerk to send Cllr Craze a copy of the insurance to check the CCTV policy and to update risk assessment due to having no CCTV for a period of time. Cllr Whitehead suggested perhaps joint CCTV for both the village hall and the play area. Quote to be requested for a new CCTV system.

**Parish Council Finance update** – conducted by Cllr Pawley

All information for all three bank accounts is up to date until February in the scribe accounting system, awaiting on March bank statements to come through to input. What is left to determine is how often an account summary needs to occur and which Cllrs will have access to the accounting software.

**Planning Committee**

a. Appointment of two more members – Cllrs Alford and Blyther voted in.

b. 78306 application for replacement storage shed at Winson Cross discussion (plots 8 and 9) – previous owner did not have planning to install the buildings currently on the plots, new owner is requesting for a smaller shed to be installed (14x10) instead of the current shed which is 20x10. Unanimous view of rejecting this application.

c. Update on Winson Cross, to include recent 76977 application (plot 44) – the owner has made an appeal to keep the caravan, conservatory, and other structures on the plot. Clerk to find the email sent with the screen shots of the plot owner trying to sell the plot and structures as building to live in.

d. Cllr Whitehead informed that an appeal was declined on River Cottage/House in Umberleigh, and a fresh application has been submitted.

**Climate and Environment Grant discussion and agreement**

a. Small Parishes have funding available for “wilding” projects, there is the potential to apply for a grant in order to purchase trees and bushes to plant on the sloping land by the playing field and have more sustainable approaches to managing graveyards, renewables etc. – Cllrs, Craze, Beauregard, Alford, Seatherton and the Clerk to correspond and gain further information from the public as to wants and wishes. To be discussed again at the next meeting with the final decision. Decisions made between 1st April and 31st August 2024 will be presented to the decision panel in September 2024.

**Cobbaton Defibrillator update**

Cobbaton community are happy for the defib to be checked by the council and listed on the website to be available for Southwest Ambulance Service use.

**Website showcase** – to be deferred until the finance meeting on 11th April.

a. Presentation of Parish Council website the clerk has created.

b. Q&A’s are welcome during this presentation.

c. Explanation of website cost.

d. Councillors to discuss agreement/disagreement with this website cost.

e. Any agreed website payment to commence from the start of the new tax year.

**Members of the public open session**

Members of the public asked about the process of planning applications, the process of a planning application requires certain documentation to be submitted, if these meet requirements, then the application is then given a number and the application is then valid. All those local to the planning site will then be informed. There is then 21 days to submit comment on the application.

Another question was put forward about the status of affordable housing within the Parish and the number of household sizing/special needs housing that are available, we were unable to answer this question because we did not have this information.

**Date of next meeting**

Annually meeting for Wednesday 8th May 2024 at Chittlehampton Methodist School Rooms.

**These minutes are a draft copy until they are agreed and signed as a true account.**