**Chittlehampton Parish Council Minutes for 11/09/24 Meeting**

**Clerk to the Council: Faye Davies chittlehamptonclerk@gmail.com**

Meeting commenced at 19:40

**Those present:** Cllrs Wheaton, Beauregard, Hoare, Nicklin, Blyther, and Alford.

**Also present:** Four members of the public, and Locum Clerk Penny Clapham.

1. **Apologies**: Cllrs Jones and Seatherton send their apologies. District Cllr Whitehead already gave her apologies at 31/07/24 meeting.
2. **Declarations of Interest:** Cllrs Nicklin and Alford declared interests for the Chittlehampton and Umberleigh Village Hall annual payments, and so abstained from voting on those two payments for approval.
3. **Minutes**: 31/07/24 – Chair contested what was written for the declaration of interests and wanted that to be noted and wanted the minutes to be changed, with a sentence being moved to a different location on the minute recording – approved thereafter, and 21/08/24 – agreed.
4. **Clerks report:** Have still heard nothing back about weed control, South Molton police station regarding speeding, or from DCC regarding changing the speed limit to 20mp. The council received an application for one of the councillor vacancies. Printer ink cartridge was faulty and flooded the printer with ink, it needed to be properly cleaned which did incur a cost, the business also recommended a more expensive printer as it is cheaper in the long run.
5. **Payments for approval/Verification:** (At the end of this document) All approved except for the CILCA training request.
6. **County Councillors update and highways report:** County Cllr Henderson was not present for the meeting so no report given.
7. **Agreement of locum clerk cover:** Locum cover clerk Penny Clapham in favour of covering maternity leave.
8. **Adoption of twelve new policies and procedures:**

Standing Orders – agreed.

Biodiversity – agreed.

Co-option of councillors – agreed.

Whistleblowing – agreed.

Document Retention – agreed.

Complaints procedure – agreed.

Reserves procedure – agreed.

ICO Freedom of Information – agreed.

Anti-fraud and corruption – agreed.

Dignity at Work – agreed.

Equality, Diversity, and Inclusion – agreed.

Grievance procedure – agreed.

Staffing Committee ToRs – agreed.

Financial Risk Management – agreed.

1. **Request for repair notice for Ardlui:** Conservation Officer can assess and put a notice in place to have the property repaired if found to be in a state of disrepair. Councillors voted in agreement of this.
2. **Clerks’ contracts discrepancies:** Councillors voted in favour of the staffing committee making the adjustments needed to change the clerks’ contract to show the correct pay needed.
3. **Members of the public open session:** Phone box at Umberleigh has been sold and members of the public showed concern as it was listed. They were informed this phone box was privately owned but Council is unaware of the reasons behind the sale or any further information regarding it.

Another member of the public wanted to inform about a planning application they have put in on their property to turn a stable into a holiday let, they were informed that unfortunately the council cannot make a comment on this as it was not an item on the agenda. The same member of public also commented on who to contact regarding slurry being spilt on the road, they were informed to contact Highways Maintenance over it as it is classed as a hazard.

1. **Date of next meeting**

To confirm the date of the next meeting which is scheduled for Wednesday 23rd October at Chittlehampton Methodist School Rooms.

Meeting concluded at 20:43

**These minutes are a draft copy until signed as a true account**

**Payments for approval 11/09/24 meeting**

* £425 payment to Umberleigh Village Hall (annual donation).
* £400 payment to Chittlehampton Village Hall (annual donation).
* £125 payment to Chittlehampton Methodist Hall grant (annual donation).
* Hall hire charges of £45 to the Methodist Church.
* £200 to Cllr Nicklin in repayment for plants purchased.
* Clerk wages for discrepancy in the difference between annual wage and hourly rate. Faye = £385, Jackie = £414.68.
* £36 for Clerk training for ‘Safeguarding Everyone’ SLCC e-course.
* £36 for Clerk training for ‘GDPR’ SLCC e-course.
* £144 ‘Introduction to Local Council Administration’ SLCC course.
* £144 ‘Certificate in Local Council Administration’ SLCC course.
* £478.80 play area inspection cost including VAT.
* £25 Tesco printer ink.
* £58 Fort House Systems (printer cleaning and replacement ink).