

# LYDFORD PARISH COUNCIL

## Minutes of the Annual Council Meeting

### Tuesday 14<sup>th</sup> May 2024 immediately following the Annual Parish Meeting

(Commenced 7.25pm)

1. Apologies for absence Cllr L Lenton – Unwell (Accepted).
2. Election of Officers
  - a. Cllr Hulett was proposed as Chair by Cllr Skeaping and seconded by Cllr K Lenton. All in favour. Cllr Hulett was duly elected as Chair for the coming year.
  - b. Cllr Hulett duly signed the Acceptance of Office.
  - c. Cllr Skeaping proposed Cllr K Lenton as Vice Chair, seconded by Cllr Hulett. All in favour. Cllr K Lenton was duly elected as Vice Chair for the coming year.

Cllr Hulett thanked the outgoing Chair for his hard work on behalf of the parish throughout the year.
3. Minutes of the Annual Council Meeting held on 16<sup>th</sup> May 2023  
The minutes of the meeting were agreed. Proposed Cllr Skeaping, seconded Cllr K Lenton. All in favour.
4. Matters arising from Annual Parish Meeting  
Nil.
5. Annual Audit  
To comply with the SBAA external audit requirements under the Local Audit and Accountability Act 2014, and to complete the Council's external audit for the financial year 2023/24 the following motions were submitted by the Clerk:
  - a. To resolve to approve the Certificate of Exemption 2023/24
  - b. To resolve to approve the Governance Statement 2023/24
  - c. To resolve to approve the Accounting Statements 2023/24All three motions were agreed. Proposed Cllr Cook, seconded Cllr Skeaping. All in favour.
6. New council policies  
The council resolved to adopt the following policy -
  - a. Playground equipment  
Proposed Cllr Hulett, seconded Cllr K Lenton. All in favour.
7. Annual review  
Following internal audit, the following Council documents require review and approval by full council.

No existing Council policy requires review currently.

Meeting closed at 7:35pm

# Minutes of the meeting of the Council

## Tuesday 14<sup>th</sup> May 2014

*Held on the rising of the Annual Council Meeting*

(Commenced 7.35pm)

Present – Cllrs Hulett (Chair), Skeaping, K Lenton, Moyse, Gilpin, Cook. Cllrs Mott, Southcott (DNPA & WDBC)

Apologies – Cllr L Lenton (unwell) accepted.

1. Declarations of Interest  
Nil

2. Minutes of the meeting 9<sup>th</sup> April 2024  
It was resolved to agree the minutes. Proposed Cllr Gilpin, seconded Cllr K Lenton. All in favour.

3. Matters arising from the meeting 9<sup>th</sup> April 2024  
Nil

4. Dog waste

- Cllr Gilpin updated the council on progress of installing bin at the Sports Field:
- The bin has been ordered but has yet to arrive. It will be a dog waste-only bin.
- Cllr Skeaping felt that the council should be thinking about paying the £300 per year for the bin to be emptied. Cllr K Lenton proposed that the council should review the current plan in six months. This proposal was accepted.
- Cllrs felt that, as there are soon to be three dog waste bins in different places in the village, they could not see where else a bin could be sited. **AP1** – Clerk to respond to Bekki Hill with outcome of the discussions.

5. Village website

- Cllr Gilpin updated the council on his progress to transition the council website. Presently he is busy converting all council records from pdf to html.
- Booking systems for hall and sports field up and running.
- Next step is meeting with the Clerk to decide on format of pages and documents to transfer to new web pages. **AP2** – Cllr Gilpin and Clerk to arrange date & time)
- For information, the internal auditor advised keeping both websites updated until the Wix site expires in October 2024 as it's already been paid for.

6. Lydford Emergency Plan

Cllr Hulett announced that the new storage boxes are now installed and locked. The combination to the padlock will be circulated. Lengthsman equipment has been divided between the two boxes and some of the emergency equipment has been purchased.

7. Finances

a. Cllrs resolved to approve the payments:

i. J. Bright	£368.24	May salary
ii. HMRC	£87.60	PAYE May
iii. Penny Clapham	£65.00	Internal audit services
iv. S Hulett	£31.76	Emergency equipment purchased
v. S Hulett	£259.99	Emergency equipment purchased
vi. S Hulett	£329.98	Emergency equipment purchased
vii. Zurich Insurance	£402.00	Council Insurance 1.6.24 – 31.5.25
viii. DM Payroll services	£120.00	Payroll administration 2024-25

05/2024

Proposed Cllr K Lenton, seconded Cllr Skeaping. All in favour.

b. Cllrs noted the banking reconciliation:

Opening balance 1.4.24	£10,705.30	Bank holdings at 30.4.24	
Less spending to 30.4.24	£1,191.90	Current A/C balance	£5,004.81
Add receipts to 30.4.23	£4,955.00	Savings A/C balance	£9,463.59
Total "In Hand"	<u>£14,468.40</u>	Total	<u>£14,468.40</u>

8. Playground

Cllr Hulett - taped off the equipment again after the existing tape was removed in the heavy winds.  
Cllr Gilpin - Morwellham Sheds who carried out the last repair are no longer trading. One of the members of the company is now trading alone but is currently on holiday. **AP3** – Cllr Gilpin to seek quote for repair.

Clerk – Received a quote from Eco Playgrounds for £70+VAT to re-inspect and certify any repairs. They also quoted £495+VAT to repair the equipment and issue a certificate of conformity. The price was felt to be reasonable, but two further quotes are needed for due diligence.

A quote has been received from Sovereign Designs - £399+VAT for a 5-year inspection package, two inspections per year. Presently the council pays £93.60+VAT per year for one RoSPA inspection. **AP4** – Clerk to investigate company further.

9. Planning

Cllrs noted the appeal -

An appeal has been lodged against refusal of planning permission for change of use at The Cloves, Raddon Farm (application 0441/23). No requirement for Council response.

.

10. Actions taken under delegated authority.

Nil

11. Urgent business not listed on the agenda below, by permission of the Chair.

Cllrs are keen to see the re-introduction of the southern link meetings. Clerk to feed back to WDBC organiser. **(AP5)**

Cllrs approved the Clerk's claim for overtime over the last 8 months of 13hrs 20m.

Cllr Gilpin asked that the question of raising funds for the playground in the future be put on the agenda for the next meeting. **AP6** – Clerk to arrange.

It was agreed that the Clerk will circulate the monthly funding email to Cllrs. **(AP7** – Clerk to action).

12. Date of next meeting – Tuesday 18<sup>th</sup> June 2024

Finish: 8.24pm

**Action points before next meeting:**

	Person responsible	Action	Outcome
1	Clerk	Feedback to Bekki Hill on discussions around her emailed suggestions on dog waste bin in sports field.	Information fed back.
2	Cllr Gilpin & Clerk	Arrange a meeting to decide webpage designs and content	Meeting held.
3	Cllr Gilpin	To obtain quote for playground repair from second supplier.	
4	Clerk	Investigate bona fides of Sovereign Designs as a potential supplier of safety inspections instead of RoSPA	Enquiry to Sovereign requesting proof of accreditations.
5	Clerk	Feedback council response to proposal to reinstate southern link meetings	Fed back to WDBC
6	Clerk	Include item on fundraising for sports field in June agenda	Included
7	Clerk	Circulate monthly funding sources report	Circulated to Cllrs, sports field, hall, Lydford Foxes, Newsletter.