

AVETON GIFFORD PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON THURSDAY 4th APRIL 2024

Present	CLlr Ros Brousson CLlr David Davis-Berry CLlr Peter Smith CLlr Niki Harrop CLlr Rosie Warrilow CLlr Peter Wade	RB in the Chair DDB PS NH RW PW
In attendance	Amy Clayton CLlr Rufus Gilbert	Clerk RG (County Councillor)
Apologies	CLlr Louis Bodmer CLlr Mark Smith CLlr Lee Bonham	LB MS LBon (District Councillor)
Members of the public	1	

Meeting started at 19:34

66/24 TO RECEIVE APOLOGIES FOR ABSENCE

CLlr Bodmer, CLlr M Smith and CLlr Bonham all sent apologies.

67/24 TO RECEIVE DECLARATIONS OF INTEREST FROM COUNCILLORS

No declarations of interest received.

68/24 OPEN FORUM

A Member of Public attended to report on an ongoing issue with blocked drains on Baker's Hill. CLlr Gilbert has been trying to progress the issue and has followed it up with a senior body and as a result CLlr Gilbert has it in writing that it will be dealt with.

69/24 COUNTY COUNCILLOR'S REPORT

CLlr Gilbert submitted his annual report via email to the Clerk, which will be presented at the Annual Parish Meeting. He had no other items to report other than the drainage issue discussed during item 68/24 .

CLlr Gilbert left the meeting at 19:42

70/24 DISTRICT COUNCILLOR'S REPORT

CLlr Bonham sent in his report electronically:

South Hams Council recently discussed the proposed Devon and Torbay Combined Council Authority; we welcomed any additional funds that this might provide for the region but raised concerns about complexity, bureaucracy and lack of long-term funding.

We have successfully prosecuted a resident who illegally cut down two protected trees within a woodland in December 2022

You may be aware that Sustainable South Hams, which is supported by SHDC will hold two events soon; the Taking Action Together assembly on 20th April 2024 at Kingsbridge Community College and the Community Compost Masterclass on April 27-28th at Old School Community Centre South Brent.

There are no other local matters to report this month.

71/24 MINUTES

The Council **RESOLVED** that the EOM Minutes from the meeting on 28th February be accepted as a true record and were signed by the Chair.

The Council **RESOLVED** that the Minutes from the meeting on 7th March be accepted as a true record and were signed by the Chair.

72/24 UPDATE ON PROGRESS FROM THE MINUTES (NOT ARISING ELSEWHERE)

Min Ref 57/24 c

The Clerk confirmed that £2000 was transferred from the Instant Savings Account to the Treasurer's account.

73/24 MAINTENANCE OF PARISH OWNED AREAS

a) Play parks and playing field

Update addressing sand levels in play park

It has been arranged that the sand will be distributed on the morning of Sunday 7th April. Cllr P Smith will then know if more sand will need to be purchased.

Gravel Path Repair

Still awaiting on quote from third contractor.

The disparity between the two other quotes was discussed, noting that Company B was a big contractor, and Company A was a grounds maintenance company. Company A gave a quote for removing and replacing the entire hardcore which wasn't really what was asked for, while Company B is restoring it within his parameters. Both were given the same instructions.

Any other maintenance issues

- Cross-springer – still waiting for appropriate weather to repaint central pillar and supplies for surface repair need to be bought.
- Swing bushes on the swings have now all been replaced.
- Shingles on top of play tower roof still to be replaced.

b) Parish owned carparks

Update from working group

The Council is clear that they do not want Timbers Car park being used as free storage and valuable spaces being taken up by non-residents. However, the Council is currently unsure of the authority they have. Cllr Wade now has copy of byelaws from SHDC which may provide some useful information.

It was **AGREED** to try and identify owners by placing notices on vans stating the Parish Council is starting a register and to contact the Clerk should the owner wish to continue to park in Timbers.

PW

Cllr Wade was asked to check on legal status of the old school bus.

PW

c) Moorings

To receive a report on annual moorings fees

Mooring renewal letters have gone out. One mooring has been relinquished. Of the 21 moorings, 11 payments have been received and others will be reminded of the payment due. There is still a short waiting list for moorings.

Any other updates

No further updates given

74/24 PLANNING MATTERS

a) Planning Applications - to consider all recent applications received from SHDC:

Application Number: 2867/23/HHO

Proposal: Resubmission of Application Reference 2867/23/HHO for Demolition of existing single storey garage, rear conservatory and rear extension, internal alterations to existing layout, modifications to existing door & windows openings, proposed side single storey extension, new rear two storey extension with new roof, external alterations to include retaining works, relocation of existing oil tank, installation of new flue to wood burning stove.

Location: Primrose Cottage.

After full consideration of this application with the amended footprint, roofline, choice of external materials and colour, and updated energy efficiency, the parish council **RESOLVED** to support this application with the following policies from the AGNP; AG2 and AG8 and the Plymouth and South Devon JLP. Councillors also suggested a condition to prevent night time light spill both outside and from inside in this wildlife sensitive location. The full response can be seen on the planning portal

<https://southhams.planning-register.co.uk/Planning/Display/0651/24/HHO>

b) To receive result of decided applications

None received, but it was noted that a decision is still due from SHDC on the following:

Application Number: 3402/23/HHO

Proposal: (Amended Plans) Householder application for remodelling of existing dwelling, outbuilding and associated external works and landscaping (Resubmission of 0967/23/HHO)

Location: High Barn, Chillaton, Loddiswell, TQ7 4ER

The Council submitted an updated response to the amended plans. A new case officer has recently taken over this application, and our response can be considered in his determination.

20:28 MOP left meeting

75/24 FINANCE

a) To receive the Finance Report

The Clerk submitted Financial Statements for March 2024 (See ANNEX A).

b) Quarter Budget Report

The Quarterly Budget Monitoring Report was presented. Thanks was given to the Clerk for advice given throughout the year that aided keeping expenditure on track and for the work done to streamline the financial reporting process making it a much more efficient process.

c) Invoices for payment

The Council **RESOLVED** to agree to the following payments with invoices being presented and signed by the Chair:

Invoice date	Payee	For / Reason	Net Payment £	Payment inc VAT £
25/03/2024	SHDC	Providing 2023/24 Payroll Service for Parish Clerk	£100.00	£120.00
12/03/2024	Palladium	Supplies for playpark repairs	£4.02	£4.82
22/03/2024	Aveton Gifford Village Hall	Re-imbusement of toilet cleaning and 25% of water bills for year ended 5th April 2024	£535.47	£535.47
22/03/2024	Flete Gardens	Grounds maintenance: Work on area 2 on 07/03/24	£187.50	£225.00
27/03/2024	Pixl Digital Design	Website work during February & March	£467.45	£467.45
28/03/2024	Nick Walker	mAGpie printing costs for April / May issue	£235.00	£235.00
30/03/2024	Flete Gardens	Grounds maintenance: Work on area 2 on 27/03/24	£112.50	£135.00
31/03/2024	Clerk	March wage	£555.36	£555.36
02/04/2024	DeLAC	Yearly subscription fee	£297.01	£341.83
Total			£2,494.31	£2,619.93

Cllr P Smith also presented four invoices relating to swimming pool expenditure that the Council **RESOLVED** to pay:

Invoice date	Payee	For / Reason	Net Payment £	Payment inc VAT £
28/03/2024	Altec	Replacement tubing for pump at swimming pool	£15.94	£19.13
28/03/2024	CLS	Photometer Tablets for swimming pool	£32.47	£38.97
28/03/2024	Pool Warehouse	Chemicals for swimming pool	£82.50	£99
28/03/2024	Ebay / Catering Parts	Replacement tubing for dosing pump	£12.46	£14.95
Total			£143.37	£173.05

Total Net Payments **APPROVED: £2637.68**

Total Payments inc VAT **APPROVED: £2791.98**

d) Regular payments

The Council reviewed and discussed standing orders, direct debits, subscriptions and regular items for the upcoming financial year 2024/2025 and **RESOLVED** to agree to the following list of payments, noting that some figures are estimates:

Standing Order/Direct Debits

Public Work Loans	£1902.03
ICO	£35.00
Savills UK	£662.00

Subscriptions

SLCC	£144.00
DALC	£341.83
CPRE	£36.00
South Hams Payroll	£120.00

Other regular items

Gallagher Insurance	£751.13
Gallagher Swimming Pool Additional Insurance	£285.78
Internal Audit Fee	£210.00
External Audit Fee	£416.00
Hall Toilet cleaning and water rent	£535.47
Village hall rent	£200.00

e) Allocation of Car Show funds

The Council **RESOLVED** to apportion the funds of £1500 received from the Car Show as follows:

- £236.85 on Samba goal posts.
- £500 to fireworks reserve
- Remainder to go into playpark reserve

f) DCC and SHDC potential funding

The Clerk was asked to approach Cllr Gilbert for funding towards the playpark, detailing gravel paths, sand levels etc.

AC

g) Online banking access

No further update

h) Audit 2024 update

The Clerk has had an initial meeting with the Internal Auditor and the internal audit date has been set to take place during the week commencing 13th May

i) Clerk pay

The Clerk reported 7 hours of overtime for March and the Council **RESOLVED** to approve overtime. The Council **RESOLVED** the Clerk should claim the Home Working Allowance of £26 per month from April 24 onwards.

76/24 GOVERNANCE AND CONSULTATIONS

a) Update on Co-option of a new councillor

Adverts for a new councillor have now been placed in the following locations: the website; the mAGpie, Facebook and the Village Voice in Kingsbridge Gazette. The Clerk was asked to place an advert on the noticeboards.

AC

b) Policy Review

i. Code of Conduct

The Council reviewed and **APPROVED** the Code of Conduct policy

ii. Internal Control Policy

The Council reviewed and **APPROVED** the Internal Control Policy

The Clerk will place both policies on the website.

AC

c) Asset Register

The Clerk reported that the asset register had been reviewed with regard to insurance value and as a result the Clerk recommended the insurance values set on the policy needed to be increased. It was agreed to hold an informal meeting to discuss insurance values of assets which can be reported at the next Parish Council meeting. It was noted that the insurance policy is due for renewal on the 1st June and the Clerk strongly advised that the insurance schedule should be updated prior to renewal.

Cllr P Smith queried whether the metal bridges had been placed on the asset register. Clerk to investigate.

AC

d) Website

The Clerk reported that the Parish Council section of the website has had a major update, making navigation of information, documents, policies, minutes and agenda's significantly easier. The Council gave thanks to Pixl Digital Design and the Clerk for completing the updates to website.

77/24 TREE WARDEN

a) Overhanging barn branches

The Council **RESOLVED** to agree to instruct the work to address the overhanging branches, based on the quote of £600.00 given by Bark and Branch Tree and Garden services. It was noted additional quotes were strived to be obtained, but no responses were received.

b) Arboricultural quote

The Council decided to postpone this discussion to June as time not crucial on this issue.

c) Other updates

There has been an application for Crown raising at Chantry so that high vehicles can pass under.

78/24 FIREWORKS

No update

79/24 DEFIBRILLATORS

a) To reports costs and decide on a course of action for running community defibrillator training

The Clerk reported the quotes received for community defibrillator training:

- Contractor A: £250 per session (max 50 people). If equipment is sourced from Contractor then session is a free service.
- Contractor B: £100 per session (max 20 people)
- Contractor C: Free session that Council would host with videos from Contractor.

The Council **AGREED** to holding a community training session with Contractor A if defib unit can be purchased through them and a free session obtained or Contractor B if defibrillator needed to be purchased elsewhere. Clerk asked to investigate purchasing the defibrillator through Contractor A.

AC

Cllr Brousson was asked to place a Facebook post on the subject in order to get a possible idea of numbers attending.

RB

Cllr Warrilow was asked to check that MOP is still prepared to contribute to the Defib unit for Icy Park.

RW

80/24 COMMUNITY POOL

a) Update on pool manager

A letter from Cllr P Smith asking for people to apply for the Pool Manager role is on front page of website, was included on the front page of the mAGpie, and has been emailed to all school and pre-school parents and all previous pool members. Item to be put on the June Agenda for further discussion, when enough time should have been given for any responses to be received.

b) Pool staff employment

The Clerk reported that South Hams who currently handle PAYE for the Clerk pay wouldn't take on additional members of staff. The Council **RESOLVED** to no longer using SHDC Payroll and the Clerk handling PAYE so that pool maintenance staff can be hired and paid. It was noted that PAYE wouldn't need to be handled by the Clerk until September when pool maintenance staff are paid.

The school headteacher confirmed that DBS checks are required for any one working at the pool. The Clerk was asked to look into DBS checking on behalf of Council.

AC

c) Pool spending for preparation for the 2024 season

Cllr P Smith reported that Chlorine for the pool needs to be bought. Initial research indicated that it will be about 10% higher than last year with 12 barrels of 20l of chlorine costing £536.44 inc VAT & delivery. The council **APPROVED** the spending on Chlorine

A new PH probe is needed, estimated at 98 euros + 20% import tax. The Council **APPROVED** the spending.

Cllr P Smith also reported an issue with the expansion bellows on the solar heating panels. Cllr P Smith is due to meet a contractor for an inspection on the 5th April. If appropriate fitting can be obtained then it is expected to be around a £100 repair bill. If fitting can't be resourced, the affected panel will need to be looped out and the repair bill will be higher, however this shouldn't be an issue for pool temperature.

The contactor for main pool circulator is faulty, which will need changing, which isn't expect to cost more than £150.

It was noted that there was 10% contingency allowed in the budget and both these items should be within that.

d) Memberships and online bookings

The Clerk reported that the online Pool Membership system is ready to go live on Saturday 6th April, with the pool set to open on 25th May for half-term.

e) To receive and update on any other matters

The roof purlin in the female changing rooms is rotten and needs replacement. Price estimate is £19.64 for replacement timber, plus £20 for fixing sundries. The Council **APPROVED** spending for the repair.

The hedge behind the changing room has been trimmed back by Cllr P Smith. The Council gave thanks to Cllr P Smith for this work and all other work completed so far in preparation for the 2024 pool season.

Cllr Brousson reported that no information has been received from Level Water with regard to grant avenues.

Cllr P Smith queried running the pool as a charity as if it is was a charity it would be eligible for charity grants and relief.

81/24 EMERGENCY PLAN

The Council **AGREED** to postpone discussion to the July meeting.

Cllr Harrop asked for Emergency plan to be supplied to councillors.

82/24 ITEMS FOR INFORMATION OR NEXT AGENDA

Cllr Wade passed details to the Clerk for a resident opposite Jubilee street to approach with regard to a safety mirror.

The Council was informed that the Chair would like to attend chair training being run by DLAC costing £38.

The Clerk was also asked to send details of Councillor training to Cllr Wade, Cllr Harrop, Cllr Bodmer and Cllr M Smith.

It was asked that the Swoosh to be added to next Agenda.

Cllr Warrilow asked that Playground accessibility be considered.

AC

The meeting closed at 10.00 pm

Signed *R Brousson*
Mrs R Brousson (Chair)

Date *08/05/24*

NEXT MEETING Wednesday 8th May following on from the Annual Parish Meeting.

ANNEX A: MARCH FINANCIAL STATEMENT


Financial Statement at March 31st 2024

Total in Treasury account:	£ 7,916.43
Total in Instant Access account:	£ 15,319.47
Total	£ 23,235.90

Restricted/Allocated reserves:

Parish Paths Partnership	£ 774.00
Heritage Group Projects	£ 1,370.00
Lottery grant for hall	£ 500.00
Play park fencing	£ 0.00
Play park project	£ 363.00
Pool liner fund	£ 7,000.00
Total reserves	£ 10,007.00
Working Surplus	£ 13,228.90

Payments Made: March 1st – March 31st 2024

Folio	Payee	Reason	£GROSS	£VAT	£NET
121	George Lodge	Further shackles for play park swings	14.40	2.40	12.00
122	Amy Clayton / Clerk pay	Clerk wages	555.36	0.00	555.36
123	Flete Gardens	Grounds maintenance: Works on area 2 on 08/02/24 - 	240.00	40.00	200.00
Total Payments			£809.76	£42.40	£767.36

Payments Received: March 1st – March 31st 2024

Folio	Payee	Reason	£
52	Brenda Coates	mAGpie advert	54.60
53	Lloyds Bank	Interest	19.10
54	Stripe	Mooring Payment	29.99
56	Luscombe Maye	mAGpie advert	224.40
57	Richard Clayton - Car Show	Car Show donation to the Parish Council	1,500.00
Total Receipts			£1,828.09