

AVETON GIFFORD PARISH COUNCIL

www.aveton-gifford.co.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON WEDNESDAY 8th MAY 2024

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

Meeting started at 20:50

83/24 TO ELECT THE CHAIRMAN FOR THE YEAR 2024/25

Clr Harrop proposed, and Clr Davis-Berry seconded the proposal, that Clr Ros Brousson be elected as Chair. The Council **RESOLVED** unanimously to elect Clr Brousson as Chair.

Clr Brousson signed the Declaration of Acceptance of Office

84/24 TO ELECT THE VICE CHAIRMAN FOR THE YEAR 2024/25

Clr Wade proposed, and Clr Harrop seconded the proposal, that Clr David Davis-Berry be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Clr Davis-Berry as Vice Chairman.

85/24 TO RECEIVE APOLOGIES FOR ABSENCE

Clr Bonham, Clr M Smith and Clr Gilbert gave apologies

86/24 TO RECEIVE DECLARATIONS OF INTEREST FROM COUNCILLORS

Nothing was declared.

87/24 OPEN FORUM

No MoP in attendance at .

88/24 COUNTY COUNCILLOR'S REPORT

Clr Gilbert attended the Annual Parish Meeting which was held prior to the Annual Parish Council Meeting and gave his report prior to leaving at 20:39 The council **AGREED** that it should be minuted here:

Clr Gilbert confirmed that he had approved the DCC locality grant of £1000 for work on the gravel paths and sand levels in Parson's green. The Council can expect to receive the funds into the bank account soon. The Council gave thanks to Clr Gilbert for the grant.

Cllr Gilbert reported that the A379 road to Plymouth is going to be resurfaced in parts. Additional funding has been found for roads, which means the repair method of patching will soon be used as opposed to filling potholes.

Cllr Brousson queried heavy goods vehicle access down Baker's Hill, asking whether there were any restrictions that could be placed on the road to prevent access. Cllr Gilbert advised the Council to contact Adam Keay at DCC stating the Council has reason to believe that the air height on Bakers Hill is insufficient and can it be checked.

RB

89/24 DISTRICT COUNCILLOR'S REPORT

Cllr Bonham submitted his report electronically prior to the meeting. The Clerk read it out.

South Hams Council have announced plans to create a district-wide arts festival for Summer 2025. This would bring together community organisations focused on the arts and culture and could include collaboration with town and parish councils. Please let me know if the parish is interested.

I can report that, following the investigation by SHDC enforcement team the use of the field near Venn for commercial dog walking has ceased. I know that some residents in AG were concerned about the proposed use of the field (planning application 3661/23/FUL).

I attended a meeting hosted by Avon Rivers Champions looking to obtain grant funding to improve water quality in local rivers.

The Council discussed the arts festival, but felt they needed more information before being able to state interest. The Clerk was asked to write to Cllr Bonham asking for more information.

AC

90/24 MINUTES

The Council **RESOLVED** that the Minutes from the meeting on 4th April be accepted as a true record and were signed by the Chair.

91/24 UPDATE ON PROGRESS FROM THE MINUTES (NOT ARISING ELSEWHERE)

Min Ref 73/24a

The working party placed 3 tonnes of sand around the drop zones in the play tower area and supplemented this by redistributing around two tonnes of sand from the edge of the area significantly improving the sand levels. Further redistribution is needed by moving sand from the overflowing sand pit. Cllr P Smith suggested a contractor could be hired for around two hours to aid with this task. Once this work has been completed it will be assessed as to whether additional sand will need to be purchased. It was also noted that the fence surrounding the play park has made a big difference to contamination from animals, particularly dogs.

75/24e

The Clerk confirmed that the new goalposts for Parson's Green had now been purchased, totalling £216.85 including delivery. The Council will advertise the old metal goalposts for anyone who is willing to take them away.

AC

77/24

The branches overhanging the barn have now been addressed by Bark and Branch leaving 3 meters clearance. Tree Warden, Cllr Davis-Berry, opinion is that the trees will need to be removed eventually as problem is going to reoccur. It was reported that the owner of the barn is happy with the work.

92/24 MAINTENANCE OF PARISH OWNED AREAS

a) Play parks and playing field - To receive third quote for gravel path repair and to consider whether to proceed with a contractor.

The Clerk reported that the third quote of £2480 (£2976 inc VAT) from Contactor C had been received, following which the Council reviewed all three quotes received:

- Contractor A: £2560.00
- Contractor B: £11489.50 plus VAT
- Contractor C: £2480 plus VAT

The Council **RESOLVED** to use Contractor C following their satisfactory answer to several queries and on the condition that additional time is needed in order to raise the funds through a grant. The Clerk was asked to apply for the SHDC Community Resilience Grant, and to confirm with the contractor the conditions of acceptance.

AC

93/24 PLANNING MATTERS

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

No applications received

b) To receive result of decided applications

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.

Decision: APPROVED

94/24 FINANCE

a) To receive the Finance Report for April

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

b) To receive the Quarter 4 / End of Year Financial Report and complete bank balance reconciliation

The Quarter 4 / End of Year Financial Report was presented to councillors along with bank statements. Cllr Harrop confirmed bank statements reconciled with the financial report and signed both.

c) Invoices for payment

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

Invoice date	Payee	For / Reason	Net Payment £	Payment inc VAT £
05/04/2024	Palladium	Pool Perlin repair	£23.84	£28.59
27/04/2024	Flete Gardens	Works completed on 15/04/24	£180.00	£180.00
30/04/2024	Clerk	Clerk April wages inc overtime for March	£693.50	£693.50
02/05/2024	Clerk	Expenses occurred for postage	£3.05	£3.05
24/04/2024	The Good Heat Company	Repair to pool solar heating syste,	£640.51	£768.60
03/05/2024	Bark and Branch	Addressing branches overhanging barn	£600.00	£600.00
Total			£2,140.90	£2,273.74

It was also noted that an invoice of £155.28 was paid on 02/05/2024 to South Hams DC for 2023 Election Expenses. This payment was approved by the Chair and Clerk. The invoice was overdue as the Clerk didn't receive the original invoice, only a notification of late payment through the post.

d) Transfer to Interest Account

The Clerk informed the Council, that having received the first instalment of the Precept, the current account currently had funds of £24,429.18 and the Council should consider transferring money to the Instant Interest Account. The Council **AGREED** that after the payments due had been accounted for, the Clerk should transfer remaining funds over to the Interest Account leaving a surplus of £5000 in the current account.

It was asked for an item to be placed on June's Agenda, for the council to discuss giving the Clerk the ability to transfer up to £5000 between the Interest and Current account.

The Clerk was also asked to look into a higher interest savings account for reserve funds.

AC

e) DCC locality grant

The Clerk reported on the successful grant application to DCC locality grant scheme for £1000 to go towards Parson's Green projects. The Clerk had also queried with Cllr Gilbert the amount offered, as it had previously been stated that £1,500 was available. Cllr Gilbert confirmed that £1000 was the maximum for this particular project but that a further £500 could be available for a separate project. The Council **AGREED** to apply to the DCC locality grant scheme for £500 towards the running of the swimming pool. The Clerk was asked to contact Rufus Gilbert.

AC

95/24 GOVERNANCE AND CONSULTATIONS

a) Asset Review

The Asset List was presented and the Council **RESOLVED** to confirm the assets for the year 2023/2024

Also presented was an analysis of insurance value and related category insurance values. The Clerk advised that the values on the insurance policy be raised as follows:

AC

- Buildings: from £6047 to £6327
- Gates & Fences: from £0 to £9679
- Mowers & Machinery: from £0 to £5930 (note this is for pool related assets – after speaking to the insurance company, the Clerk was advised to put pool related assets into this category)
- Playground Equipment: from £33,340 to £49,101
- Sports Equipment: from £1002 to £5339
- Street Furniture: from £10385 to £23642

b) Insurance renewal confirmation

Two insurance renewal quotations were discussed with the Council. One with the assets remaining at the same value, and one with the asset values increased as per listed in item a). The Council **RESOLVED** to instruct the insurance company to renew the policy with the increased assets at a cost of £1,179.17. The renewal is due to take effect from the 01/06/2024

AC

c) Review of subscriptions

The subscriptions were renewed and **AGREED** at the meeting held on April 4th 2024 (**Min Ref 75/24 d**). The Clerk informed the Council there were no further changes, and the original motion was upheld.

d) S137 expenditure incurred

The Clerk informed the Council that no S137 expenditure occurred during 2023/2024

e) Confirming meeting dates up to and including the next annual meeting

The following meeting dates were confirmed:

- Thursday 6th June
- Thursday 4th July
- Thursday 1st August
- Thursday 5th September

- Thursday 3rd October
- Thursday 7th November
- Thursday 5th December
- Wednesday 8th January
- Thursday 6th February
- Thursday 6th March
- Thursday 3rd April
- Wednesday 7th May following on from the Annual Parish Meeting (subject to confirmation of hall availability)

The Clerk was asked to book the hall if available for the 7th May for the Annual Parish Meeting and the Parish Council meeting.

AC

96/24 DEFIBRILLATORS

a) To receive a quote and information for an alternative to a solar-powered cabinet, noting that the quote includes a community training session.

The Clerk informed the Council that following on with communication with the supplier that would offer a free community training session if a defibrillator was purchased through them an alternative to using a solar-powered case had been suggested. A Zoll AED 3 defibrillator has a storage temperature range of -30 to 70 C, therefore negating the need for electricity to heat the defibrillator case. The Clerk informed the Council of the quote given for the defibrillator unit, defibrillator case and stainless steel mounting post is £2695 (£3234 inc. VAT) costing significantly less than the solar powered proposal. The Council asked Cllr P Smith to look at the documentation in full so that it can be discussed at June meeting and an informed decision made. Clerk to forward all information received to Peter.

AC, PS

97/24 COMMUNITY POOL

a) To discuss a rate increase for external school use of the pool

The Council **RESOLVED** to a raise the fees from £1 to £1.50 per pupil per visit for any external schools using the pool. The Clerk will communicate this increase to the school.

AC

b) Memberships and online booking update

The Clerk informed the Council that to date there have been 31 paid memberships for the 2023 season, generating £2106.44 (minus the processing fees charged by Stripe). Memberships are significantly below last year's 47 memberships, however, there is expected to be a few more memberships taken up by the school staff. The Clerk was asked to advertise on Facebook for the remaining training courses.

c) DBS checks

The school confirmed that Enhanced DBS checks are needed for Cllr P Smith and the three pool maintenance workers. The Clerk has investigated costs and received one quote of a figure of £273.60 to get the four DBS checks completed, however they are currently in communication with another company where associated costs are likely to be less.

AC

The Council **RESOLVED** to approve spending of up to £273.60 to process the necessary DBS checks. The Clerk was asked to implement the checks as a priority.

AC

22:18 MOP entered meeting

d) To receive and update on any other matters

Cllr P Smith informed the council that there had been two applications of interest from the pool manager advertisement and that interviews needed to be scheduled. The Council **AGREED** that a separate meeting is needed to develop an interview structure and requirements and to discuss payment.

Cllr P Smith reported that initial technical issues has been resolved with the solar heating issue fixed and now working well and heating the pool up sufficiently. Chemicals have been put into pool in preparation

and SWW water have been contacted to perform water samples which will be returned prior to opening. A Health and Safety meeting has been arranged with the school.

98/24 SWOOSH

Cllr Brousson reported that updates from Level water are still due, and no grant information has yet been received.

99/24 South Devon Climate Workshops

Cllr Brousson highlighted that the workshops regarding Emergency Plans and Climate could be useful to attend, with each workshop costing £15. No councillors immediately volunteered, but were asked to consider it and let the Clerk know if they'd like to attend.

100/24 ITEMS FOR INFORMATION OR NEXT AGENDA

Cllr Brousson informed the Council that an appraisal for the Clerk is due. Also, due to take place during this meeting was a salary review as per stated in the contract. However, it is felt that it's appropriate for the appraisal to take place prior to the salary review, with any raise in salary then being back dated appropriately. The appraisal will be performed over the coming month and the salary review will be put on June's Agenda.

Councillor roles/representatives need confirming for the upcoming year and will be on June's Agenda. A discussion about the planning working group is also required.

The meeting closed at 10.34 pm

Signed.....Date..... Mrs R Brousson (Chair)

NEXT MEETING Thursday 6th June at 7:30pm

ANNEX A: APRIL FINANCIAL STATEMENT

Financial Statement at April 30th 2024

Total in Treasury account:	£ 24,429.18
Total in Instant Access account:	£ 15,335.79
Total	£ 39,764.97

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
Fireworks	£ 500.00
Car show donation	£1000.00
Total reserves	£ 11,507.00
Working Surplus	£ 28,257.97

Payments Made: April 1st – April 30th 2024

Folio	Payee	Reason	£GROSS	£VAT	£NET
1	South Hams Supplies	Getting keys cut for members	180.62	30.10	150.52
2	Watkins Electrical	Electrical Installation Condition Report	119.89	19.98	99.91
3	Aveton Gifford Village Hall	Cleaning and 25% of water bills	535.47	0.00	535.47
4	Amy Clayton	Clerk wages	555.36	0.00	555.36
5	DALC	Annual subscription to DALC	341.83	44.82	297.01
6	Flete Gardens / Greatland Gardens	Works on area 2 on 27/03/24	135.00	22.50	112.50
7	Flete Gardens / Greatland Gardens	Works on area 2 on 07/03/24	225.00	37.50	187.50
8	Nick Walker Printing	Printing April / May mAGpie edition	235.00	0.00	235.00
9	Palladium	Supplies for swing maintenance	4.82	0.80	4.02
10	South Hams DC	2023-24 fee for payroll services	120.00	20.00	100.00
11	Altec Extrusions	Tubing for punp	19.13	3.19	15.94
12	Catering Parts UK	Tubing for punp	14.95	2.49	12.46
13	Commercial Leisure Supplies	Photometer tablets	38.97	6.50	32.47
14	Avon Scientific / Pool Warehouse	Chemicals for pool	99.00	16.50	82.50
15	Pixl Digital Design	Restructure of Parish pages and new email accounts setup	467.45	0.00	467.45
16	pH RedOx	pH probe	108.61	0.00	108.61
17	Lloyds - bank charges for non GBP trans	Bank charges for buying pH probe (only available from Europe)	2.98	0.00	2.98
Total Payments			£3,204.08	£204.38	£2,999.70

Payments Received: April 1st – April 30th 2024

Folio	Payee	Reason	£
1	Stripe	Stripe payout from online mooring / pool payments	149.83
2	Stripe	Stripe payout from online mooring / pool payments	29.99
3	Stripe	Stripe payout from online mooring / pool payments	89.97
4	Lloyds	Interest	16.32
5	Stripe	Stripe payout from online mooring / pool payments	140.00
6	Stripe	Stripe payout from online mooring / pool payments	1,551.87
7	South Hams DC	First 50% of Precept	17,325.00
8	Stripe	Stripe payout from online mooring / pool payments	210.00
9	Stripe	Stripe payout from online mooring / pool payments	29.99
10	Stripe	Stripe payout from online mooring / pool payments	59.98
11	Stripe	Stripe payout from online mooring / pool payments	59.98
12	Stripe	Stripe payout from online mooring / pool payments	70.22
Total Receipts			£19,733.15

DRAFT