

AVETON GIFFORD PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON THURSDAY 6th JUNE 2024

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

Meeting started at 19:31

101/24 TO RECEIVE APOLOGIES FOR ABSENCE

Clr Gilbert send apologies

102/24 TO RECEIVE DECLARATIONS OF INTEREST FROM COUNCILLORS

Nothing was declared.

103/24 OPEN FORUM

No comments

104/24 COUNTY COUNCILLOR'S REPORT

None received

105/24 DISTRICT COUNCILLOR'S REPORT

Clr Bonham had noted that the Council may have an interest in the South Hams district-wide arts festival for Summer 2025, however currently there is no much more information to be obtained.

South Hams Council have announced new schemes to help businesses decarbonise and to help residents improve the energy efficiency of their homes.

Residents may want to know the key dates and information links regarding the upcoming General Election on 4th July:

- **Register to vote - before 11:59 p.m. on Tuesday 18 June:**
<https://www.registertovote.service.gov.uk/country-of-residence>
- **Vote by post - Deadline for applications is before 5 p.m. on Wednesday 19 June:**
<https://www.electoralcommission.org.uk/i-am-a/voter/apply-vote-post>
- **Vote by proxy. Deadline for applications is before 5 p.m. on Wednesday 26 June:**
<https://www.electoralcommission.org.uk/voting-and-elections/ways-vote/apply-vote-proxy>
- **Photo ID is essential to vote in the election.** If people don't have any accepted photo ID, they can apply for a free voter ID document, which is known as a Voter Authority Certificate. Deadline for applications is before 5 p.m. on Wednesday 26 June:

106/24 MINUTES

The Council **RESOLVED** that the Minutes from the meeting on 8th May be accepted as a true record and were signed by the Chair.

107/24 UPDATE ON PROGRESS FROM THE MINUTES (NOT ARISING ELSEWHERE)

Min Ref 31/24

Cllr Brousson wrote and sent photos to Duchy steward in January who said he would follow it up with the Duchy of Cornwall moorings manager. It has been confirmed that quite a few of the boats have renewed the license for the year. The Duchy steward said he would back up the moorings manager in getting boats removed. However communication has ceased from the Duchy. Cllr Brousson asked for photos to be provided to her, which she will send again to the Duchy with a letter informing him of the regular complaints from parishoners.

RB

Min Ref 88/24

Communication with Devon County Council regarding air-height on Baker's Hill has determined there is not much that can be done to restrict large vehicles using the road. Damage to property is a civil matter, not a Highways issue, so it was recommended that photos of the vehicle to identify it and of the damage is obtained to pursue the matter oneself.

MS

Min Ref 94/24

The Clerk reported that the Financial Regulations already make allowance for fund transfers of up to £10,000 between council bank accounts so there is no need for an agenda item as previously requested. (see item 5.5 c in Financial Regulations for more information)

Min Ref 97/24

The Clerk reported that all DBS checks for pool staff and volunteers had been completed and this had been communicated to the school.

Min Ref 75/24e

The old goal posts on Parson's Green still need to be advertised freely for anyone who can remove them. Cllr Brousson to put a post on facebook. It was noted that the new goals have been received.

RB

108/24 MAINTENANCE OF PARISH OWNED AREAS

a) Play parks and playing field

Update regarding sand levels in play park

No further update, however Cllr P Smith stated that he wanted to speak to a MoP to see if is possible to obtain some further sand to distribute.

PS

Matting over bridge in Rectory Lawn

The matting is presenting a trip hazard on the bridge. The Council **RESOLVED** to remove the matting leaving the original ridged metal surface as it is thought with the gravel from the paths being embedded in grip will be sufficient. It was noted that if metal surface is found to be slippery, grip paint could be used. The situation will be monitored

PS

Any other maintenance issues

It was noted that the Cross Springer foot rests now have grips on them.

Parish owned carparks

Update from working group

There is a vehicle in timbers that is not taxed, insured or MOT'd. Signage in the car park clearly states no SORN vehicles. The Council **AGREED** to place a notice on the car giving a time limit of 7 days.

PW

The Clerk queried the proposal for a van database and after discussion the Council felt this was no longer needed as it was felt there is now less of a problem with vans in Timbers car park.

Moorings

Updates

All foreshore moorings have now been paid and all moorings are occupied with the waiting list down to three. It was noted that boats which aren't used are taken note of and in the past moorings holders have been requested to give up moorings. If anyone wants to go on waiting list they need to be a full time resident in the parish. All information is on the parish council moorings page on the website.

109/24 PLANNING MATTERS

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

0927/24/HHO

Proposal: Householder application for construction of first floor extension

Location: Avon Bridge, Wildbank, The Causeway, Aveton Gifford, TQ7 4NT

Response needed by 27th June. It was noted that the response will be dictated by various planning policies including those for the South Devon National Landscape (AONB) and being located on a Grade II listed bridge. Councillors commented that a 2nd story extension would be visible from the river and tidal road but that it is next door to industrial buildings. The council **RESOLVED** to give Cllr Brousson and Cllr Davis-Berry the authority to prepare a response for the Clerk to submit, noting that comments will be passed to Council before submitting.

b) To receive result of decided applications

None received.

110/24 FINANCE

a) To receive the Finance Report for May

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

b) Invoices for payment

Invoice date	Payee	For / Reason	Net Payment £	Payment inc VAT £
09/05/2024	DALC	Chairing Council Meetings training	30.00	36.00
19/05/2024	Harris Pools & Leisure Ltd	pahlen Minimaster ph. control panel.	480.00	576.00
21/05/2024	Flete Gardens / Greatland Gardens	Works on area 2 on 10/05/24	175.00	210.00
23/05/2024	AccountAnt	Intenal Audit Fee	210.00	210.00
23/05/2024	NW First Aid Training	Training sessions for community pool membership	450.00	450.00
26/05/2024	Flete Gardens / Greatland Gardens	Works on area 2 on 20/05/24	150.00	180.00
28/05/2024	Pixl Digital Design	Website work and expenses in April & May 2024	303.34	303.34
28/05/2024	GLS (Peter Smith)	Face masks for first aid kit at pool	8.73	10.48
31/05/2024	Amy Clayton	Clerk May Pay	581.36	581.36

31/05/2024	Nick Walker Printing	mApie printing for June/July issue	287.00	287.00
03/06/2024	SLCC	Membership for Clerk	144.00	144.00
-	Gallagher Insurance	Insurance for Parish Council	£1,179.17	£1,179.17
05/06/2024	Rod Hudson Pools Ltd	Water test and chlorine	£383.60	£460.32
Total			£4,382.20	£4,627.67

The Council **APPROVED** an expense Cllr P Smith submitted during the meeting for £24.42 paid to Jewsons for materials used during repairs to the purlin in the girls changing room.

It was also noted that a payment of £200 was made on 5th June to AG Trees for emergency work to trees near to the pub that were posing a danger to children playing there.

c) Internal Audit

The Council **RESOLVED** to agree to accept and receive the report. The Council noted the advice of the internal auditor to implement a training record and HR policies. The Council noted that it is strongly advised to use a Gov.uk domain for the website and email addresses.

d) AGAR Signature Redaction

The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

e) External Audit

Section 1: Annual Governance Statement

The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk signed the form.

Section 2: Accounting Statements – to consider and agree the accounting statements

The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chairman signed the form.

Electors' Rights:

The Council **RESOLVED** to approve the dates for the Electors' Rights as Tuesday 11th June to Monday 22nd July. The notice would be posted in accordance with the Regulations.

Statement of Variance

The Council **RESOLVED** to agree the Statement of Variance.

f) Clerk pay

To consider and approve any overtime reported by the Clerk for May

The Clerk submitted 11.5 hours overtime for May due to the Internal Audit, Swimming Pool memberships management and DBS checks adding to her normal workload. The Council **RESOLVED** to approve the overtime.

To discuss the Clerk's pay rate

The Clerk left the room

The Clerk's salary and proposed increase was discussed after reference to information from NALC and SLCC.

The salary is due for review after each year of employment. The initial salary had been set at Spinal Point 21 on her appointment in May 2023 with an hourly rate of £15.02. This was then increased to £16.02 after the backdated annual rise set by NALC in 2023.

After a full year since the Clerk's appointment it was agreed that the requirements of the job and the status of the parish justified the raise of the appropriate Spinal Point to 24 on the NALC scale. The hourly

AC

rate for this is £17.16, and a following a proposal and unanimous agreement the council **RESOLVED** to this salary increase with the salary being backdated to May 2024.

There were two reservations expressed by councillors. The hours set out in the contract of employment for the Clerk are 8 hours per week, but this was set many years ago when the requirements of the job were less. With an increase in population, precept, projects and responsibilities covered by the Clerk this will need to be reviewed in due course. It was agreed that hours of overtime had been needed for extra administration and while it had been essential in 2023-4 councillors expressed concern that our very tight budget for 2024-5 should not be exceeded. It was agreed that a record of all overtime be provided for assessment of a realistic number of hours for the Clerk's job by the time of the annual appraisal and salary review next year. In the meantime councillors would ask the clerk for the total number of overtime hours required in 2023-24

Secondly, there is a NALC recommendation that the clerk's salary should rise after obtaining the full CiLCA. On appointment it had been stipulated that a clerk without qualifications should aim to take this as soon as possible. However this may take the salary and overtime budget over the amount set for 2024-25. No date has been set for the completed CiLCA, and this would be addressed in the forthcoming Clerk's appraisal later in the month.

Once the Clerk had returned to the meeting, councillors asked for a monthly itemised number of overtime hours, This would help to assess realistic hours for busy months to fulfil budget, precept, and audit requirements.

The clerk confirmed that a high estimate for the NALC salary increase of 5% and the working from home allowance had been covered in the budget and precept for 2024-25.

AC

111/24 GOVERNANCE AND CONSULTATIONS

Appointment of representatives as follows:

The Council **RESOLVED** to the following representations:

Digital Representative: Cllr M Smith. Clerk to provide Admin access on Facebook, website and hosting.

Tree Warden: Cllr Davis-Berry

Representatives for Parish Paths: At the moment Penny Schreoter but transferring to Steve Waters

SUSH Parish Special Interest Group: Cllr Harrop

Parish Moorings: Cllr Brousson and Dom Webb

Swimming Pool Representative: Cllr P Smith

Councillor responsible for Internal Financial Control: Cllr Harrop with support from Cllr Wade as necessary.

Review of the Planning Working Group and to examine alternatives

Currently, the Planning Working Group still needs to pass everything through the PC before a response is sent. However, planning application deadlines mean scheduled meetings sometimes don't occur before a response is required. A committee would allow decisions to be delegated and planning deadlines met.

The Council **RESOLVED** to form a Planning Committee with the following councillors. Cllr Brousson, Cllr Davis-Berry, Cllr M Smith, Cllr Bodmer, Cllr Warrilow

It was **AGREED** that the Planning Committee will send round planned responses to full council with 48 hours to respond.

To review the councillors in the Policies Working Group

Cllr Brousson and Cllr Harrop both stated they were happy to continue on the Policies Working Group.

The Clerk's Appraisal was brought to attention, with Cllr Brousson and Cllr Harrop needing delegated authority from the Council to perform the Clerk's appraisal. The Council **AGREED** to give delegated authority with Cllr M Smith proposing and Cllr Warrilow seconding.

112/24 SWOOSH

a) to receive an update

Cllr Brousson reported that progress is as expected, after Cllr Brousson and Cllr P Smith met with a Swoosh representative. Event organisers are due to come down a week before the event to put arrangements in place. Residents in the village between Rock Hill and the roundabout will be able to (Ab) to discuss footpath trimming ahead of the event

Steve Waters has cut vegetation back slightly and Devon County Council have been contacted to address the vegetation further. The Clerk was asked to send a reminder email.

AC

113/24 TREE WARDEN

a) Any updates

The annual Tree Survey is due for completion shortly.

Cllr Davis-Berry reported that during heavy gales three-four weeks ago, the tops of trees near the pub at the side of the stream had snapped. The pub reported this issue, noting that children often play underneath them and they presented a danger. Work was instructed and paid for to address the situation as it was considered important to rectify giving the danger that was posed. .

114/24 FIREWORKS

No update

115/24 DEFIBRILLATORS

a) To discuss the alternative solution to the solar cabinet as suggested by Community Heartbeat

Postponed to July meeting.

116/24 COMMUNITY POOL

A) TO SET A DATE FOR AN EXTRA-ORDINARY MEETING TO DISCUSS POOL MATTERS

The Council **AGREED** not to hold an EOM, and instead hold a meeting to discuss the pool on Wednesday 26th June at 6:30pm at the pub and then report the discussions at the next full council meeting.

b) To receive an update on any other matters

The Pool is now opened and in use.

*10:00 Cllr Brousson informed the council the meeting was due to end and the council **AGREED** to suspend item 3x. of Standing Orders to allow meeting to continue.*

117/24 EMERGENCY PLAN

The Council **AGREED** that Cllr Brousson, Cllr Davis-Berry and Cllr P Smith would meet to go through the current Emergency plan and report updates needed back to the Council.

RB,
DDB,
PS

118/24 ITEMS FOR INFORMATION OR NEXT AGENDA

The Clerk informed the Council that a donation of £100 had been received from a MoP for using the slipway to launch boats. The Council requested that this donation was put in a separate reserve and asked to send a letter of thanks.

The Council was informed of the letter of thanks received from the previous Chair.

The has been an application received for co-option. A Co-option vote will be put on the Agenda and will take place at July meeting.

AC

The meeting closed at 10.11 pm

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

NEXT MEETING Wednesday 3rd July at 7:30pm

ANNEX A: MAY FINANCIAL STATEMENT

Financial Statement at May 31st 2024

Total in Treasury account:	£ 5,070.22
Total in Instant Access account:	£ 33,508.91
Total	£ 38,579.13

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	£ 1,182.00
Play park gravel restoration/sand levels	£ 1,000.00
Pool liner fund	£ 7,000.00
Fireworks	£ 500.00
Total reserves	£ 12,326.00
Working Surplus	£ 26,253.13

Payments Made: May 1st – May 31st 2024

Folio	Payee	Reason	£GROSS	£VAT	£NET
18	South Hams DC	Election charges for May 2023 elections	155.28	0.00	155.28
19	Newitts	New goal posts for Parson's Green	216.85	36.14	180.71
20	Bark and Branch	Addressing branches overhanging barn	600.00	0.00	600.00
21	The Good Heat Company	Repair of pool solar panel heating system	768.60	128.09	640.51
22	Amy Clayton - Expenses	Postage and envelope for Lloyds mandate	3.05	0.00	3.05
23	Amy Clayton	Clerk wages	693.50	0.00	693.50
24	Flete Gardens / Greatland Gardens	Works on area 2 on 15/04/24	180.00	30.00	150.00
25	Palladium	Pool Perlin repair	28.59	4.75	23.84
26	Checks Direct	DBS check for 1 worker	55.00	2.83	52.17
27	Checks Direct	DBS check for 1 worker & 1 volunteer	67.00	4.83	62.17
28	Checks Direct	DBS check for 1 worker	55.00	2.83	52.17
Total Payments			£2,822.87	£209.47	£2,613.40

Payments Received: May 1st – May 31st 2024

Folio	Payee	Reason	£
13	Stripe	Stripe payout from online mooring / pool payments	40.00
14	Stripe	Stripe payout from online mooring / pool payments	70.00
15	Stripe	Stripe payout from online mooring / pool payments	59.98
16	Lloyds	Interest	16.39
17	Devon CC	Grant DCC for Gravel Paths & playpark work	1,000.00
18	Stripe	Stripe payout from online mooring / pool payments	70.22
19	Stripe	Stripe payout from online mooring / pool payments	70.00
20	Stripe	Stripe payout from online mooring / pool payments	70.00
21	Stripe	Stripe payout from online mooring / pool payments	70.22
22	C Dawes Marsh	Donation for using slipway	100.00
23	Stripe	Stripe payout from online mooring / pool payments	70.22
Total Receipts			£1,637.03

DRAFT