

BISHOPS CLYST PARISH COUNCIL

**Minutes of the Annual Meeting of Bishops Clyst Parish Council held on Wednesday,
04 May 2022 commencing at 19.00 hrs
at Clyst St Mary Church, Clyst St Mary**

Members Present: Cllr R Hatton (Chair); Cllrs P Cain, D Moore, M Hudson, H Platter (arrived 19:23), C Trudgeon
Cllr Sara Randall-Johnson, DCC (left 19:58)

In attendance: Karan Bennett, Bishops Clyst Parish Clerk

Members of Public: 2 (one left at 19:35 one arrived 20:06)

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2).

MINUTES (draft)

1. **ELECTION OF CHAIR** - Cllr Trudgeon proposed Cllr Hatton, seconded by Cllr Hudson; there were no other nominations.
RESOLUTION - all voted unanimously that Cllr R Hatton be elected as Chairman – Cllr Hatton to sign the Declaration of Acceptance.
2. **APOLOGIES:**
 - 2.1 Apologies were received from Cllr M Howe and Cllr R Steer-Kemp.
 - 2.2 Cllr Hatton confirmed the resignation of Chris Scanes and announced the resignation of Mike Fernbank and noted their substantial contribution to the Council over many years.
3. **RISK ASSESSMENT/DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - 3.1 There were no updates to recorded declarations of interest from Councillors on items on the agenda.
 - 3.2 There were no new declarations of interest from Councillors on items on the agenda.
 - 3.3 There were no requests for dispensations for disclosable pecuniary interests.
4. **ELECTION OF VICE-CHAIRMAN** - Cllr Cain proposed Cllr Trudgeon, seconded by Cllr Hatton; there were no other nominations.
RESOLUTION - all voted unanimously that Cllr Trudgeon be elected as Vice-Chairman – Cllr Trudgeon to sign the Declaration of Acceptance.

- (9). **COUNCILLOR APPLICATION** – Council considered an application to join the Parish Council. **RESOLUTION:** Cllr Hatton proposed that Mike Galloway is invited to join the Parish Council; seconded by Cllr Cain; unanimously agreed.
5. **ELECTION OF FINANCE CHAIR AND COMMITTEE MEMBERS** – Cllr Trudgeon proposed Cllr Cain be elected as Finance Chair, seconded by Cllr Hatton – all in favour. Committee members elected: Cllrs Cain, Hatton, Howe, Moore, Platter, Trudgeon, plus Clerk – all in favour.
6. **ELECTION OF PLANNING CHAIR AND COMMITTEE MEMBERS** – Cllr Hatton proposed Cllr Steer-Kemp be elected as Planning Chair, seconded by Cllr Trudgeon – all in favour. Committee members elected: M. Galloway, M Hudson, C Trudgeon, J Leverton, D. Moore – all in favour.
7. **COMMITTEE AND GROUP MEMBERSHIP**
Council reviewed a report on membership of committees and groups and nominations to other bodies for the forthcoming year:

Standards & Personnel Committee

Cllrs Hatton (Chair), Trudgeon and Cain plus Clerk

Finance Committee

Cllrs Cain (Chair), Hatton, Trudgeon, Howe, Platter and Moore plus Clerk

Planning Committee

Cllr Steer-Kemp (Chair), Galloway, Hudson, Trudgeon, Leverton and Moore

Clerk's Performance Review Group

Cllrs Hatton and Trudgeon

Emergency Planning Group

Cllrs Steer-Kemp (Chair) and Howe plus Clerk + 2 vacancies

Traffic & Parking Group representatives

Cllrs Steer-Kemp (Chair), Trudgeon, Moore and Hudson

Flood Action Group representatives

Cllr Steer-Kemp + vacancy

Neighbourhood Plan Review Group representatives

Cllrs Hatton, Cain, Platter, Steer-Kemp and Hudson

Representative members on other bodies

Exe Estuary Management Committee – Cllr Hatton

Airport Consultative Committee – Cllr Platter

Crealy Liaison Group - Cllr Howe, Cllr Hudson

DALC – Cllr Trudgeon

CSM Village Hall Committee – Cllr Cain

Sowton Village Hall Committee – Cllr Galloway

Other areas of interest – lead councillor

Parish Field – Cllr Hatton

Play Area – Cllr Leverton
 Allotments – Cllr Cain
 PCCO – Cllr Trudgeon
 Tree Warden – vacancy
 Footpath Warden – vacancy
 Oil Mill Residents Association – vacancy
 Cat & Fiddle Residents Association – Cllrs Moore and Hudson
 School liaison – Clerk
RESOLUTION – all agreed the memberships as listed above.

- 8. STATEMENT OF INTERNAL CONTROLS** - Council received a Statement of Internal Controls for 2021/22. **RESOLUTION:** Cllr Trudgeon proposed statement approved, Cllr Cain seconded, all voted in favour.
- 9. COUNCILLOR APPLICATION** – (Considered after election of Vice-chair to enable committee membership.)
- 10. MINUTES**
- 10.1** Council received draft Minutes of the Parish Council meeting held on 13/04/2022 and Extraordinary meeting held on 20/04/2022.
RESOLUTION: The minutes of both meetings were proposed for approval by Cllr Hatton, seconded by Cllr Cain and unanimously agreed.
- 11. OPEN SESSION**
- 11.1** A member of the public gave an update on the Platinum Jubilee arrangements (refer 19.3).
- 12. MATTERS ARISING/ACTION LIST**
- 12.1** Clyst Valley Trail Public Consultation 09/05/2022 – 10/06/2022. Clerk reported that Chelsea Randall will be attending the June meeting, arriving at 19:00, to discuss with councillors/MoP. There is also a webinar on 18/05/22 17:30.
- 12.2** Resident’s request for trees on Winslade Park estate 14/03/2022. Clerk reported that NHO has advised approval must be sought and aftercare would be the responsibility of the Parish Council.
- 12.3** NHO advice regarding posts at end of driveways.
Action: Clerk to follow up with NHO providing further information.
- 13. CORRESPONDENCE FROM THE LAST MEETING**
- 13.1** Council noted EDDC Proposed new car parking amendment order – no waiting in EV Charging Bay.
- 13.2** Council noted correspondence from Cat & Fiddle Resident regarding excess water and state of footpath. This is being investigated.
- 13.3** Council noted correspondence from Cat & Fiddle Resident regarding state of bus shelters. This has since been dealt with.
- 14. REPORT FROM COUNTY COUNCILLOR**
 Suggested we seek tree and footpath wardens from the village.

HATOC meeting – plan is moving forward on reduction of speed limit on A3052.

Action: Clerk to advertise in Clyst Valley News for tree and footpath wardens.

15. REPORT FROM DISTRICT COUNCILLOR HOWE

Cllr Howe not present.

16. PLANNING

16.1 22/0835/FUL Gatehouse Winslade Park Estate to be considered at Extraordinary meeting 18/05/2022.

17. NEIGHBOURHOOD PLAN REVIEW

17.1 Council received Neighbourhood Plan Review Group report for consideration. Chair has applied for grant for next stage of process and this has been approved. Technical support for production of a Design Guide also approved.

18. ACCOUNTS AND FINANCES

18.1 Payment Schedule

Council considered the following payments to be made in May.

Payee	Services	Amount £	Method
Information Commission's Office (ICO)	Annual subscription	35.00	DD
CSM Parochial Church Council	Meetings 30/03/22 & 13/04/22 (2 x £15)	30.00	BACS
RoSPA	Play area, MUGA and Gym inspection & checklists	290.40	BACS
BHIB	Insurance Premium	679.24	BACS
Npower	Street Light (April)	37.73	DD
CHIC/Plandscape	Grounds Maintenance (May)	541.41	SO
CSM Village Hall	Office Hire	148.00	SO

RESOLUTION: Approval of the above payments was proposed by Cllr Cain, seconded by Cllr Hatton and unanimously agreed.

18.2 Council noted Budget Monitoring report to 30/04/2022.

18.3 Council noted Bank Reconciliation to 30/04/2022.

18.4 Council noted insurance renewal received £679.24 due before 01/06/2022.

18.5 Council received 2021-22 Finance Chair's Report and Year-end Accounts.

19. PROJECTS

19.1 Greenspire to Clyst St Mary Village Footpath update, including s106 agreement (PTC). **Action:** Clerk to follow-up on s106 agreement.

19.2 Sowton telephone kiosk. Clerk reported that a contract has been received from BT for signature.

19.3 Platinum Jubilee preparations update (item discussed during Matters Arising). A member of the organising team gave an update on the CSM Village Hall party arrangements and advised that the team is investigating commemorative gifts for children. Clerk reported that the Sowton Village Hall Chair has been contacted

asking what is needed for the Sowton Village celebrations and asking how many children live in the village.

20. MAINTENANCE AND IMPROVEMENT WORKS

- 20.1** Greenspire Grit Bin. Awaiting bin from DCC. Cllr Cain advised that we are in touch with Devon and Somerset Fire and Rescue regarding fire hydrant sign.
- 20.2** Council received the Annual RoSPA report on play area, MUGA and outdoor gym received, and noted some repairs are required (quotation sought). Clerk reported that weekly routine checks have begun. Cllr Hatton raised a concern about the grass and matting close to the zipwire.

21. TRAINING

- 21.1** Council received monthly schedule on councillor training.

22. REPORTS

- 22.1** Clyst St Mary Village Hall – PTC - nothing to report.
- 22.2** Sowton Village Village Hall – nothing to report.
- 22.3** Airport – HP – nothing to report.
- 22.4** School liaison – Clerk – nothing to report.
- 22.5** Crealy liaison – MHowe – not present.
- 22.6** DALC – CT - Survey on rural roads to be done by 06/05/22.
- 22.7** Police – CT – nothing to report.
- 22.8** Flood Action Group (to include review of Emergency Plan) – RSK – not present.
- 22.9** Traffic & Parking Group – RSK – minutes circulated in advance.
- 22.10** Exe Estuary Management Partnership – RH – nothing to report.
- 22.11** Cat & Fiddle – DM/MHudson – flooding abated in dry weather; condition of path has been reported but DCC unlikely to resolve in the current financial year.
- 22.12** Allotments – PTC – inspected last week; will be sending out a newsletter shortly. Allotment gate has been damaged.

23. DATE OF NEXT MEETING

- 23.1** Wednesday 01 June, 2022. Clyst St Mary Church.

24. CONFIDENTIAL ITEMS

- 24.1** s106 funding request from Football Club deferred.
- 24.2** Council considered a quotation from Neighbourhood Plan Consultant for work to continue 2022-2023. **RESOLUTION:** Cllr Hatton proposed instructing consultant for the price quoted (£7,650), seconded by Cllr Cain, unanimously agreed.

25.

- 25.1** The meeting closed at 20:26 hrs.

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Signed:

Print:

Dated:

Minute	Actions
12.3	Action: Clerk to follow up with NHO providing further information.
14.0	Action: Clerk to advertise in Clyst Valley News for tree and footpath wardens.
19.1	Action: Clerk to follow-up on s106 agreement.