

Parish of Withypool and Hawkridge

Notice of the Annual Meeting of the Parish Council and The ANNUAL PARISH MEETING

To: All Parish Councillors
County Councillor: Mrs Frances Nicholson
District Councillor: Steven Pugsley
Parish Notice Boards

I hereby give notice that the Annual Meeting of the Parish Council of the above named parish will be held at Withypool Village Hall on Tuesday 3rd May 2016 at 7.30pm.

All members of the Council are hereby summoned to attend the Annual Meeting of the Parish Council for the purpose of considering and resolving upon the business at the meeting as set out hereafter.

This will be followed by the ANNUAL PARISH MEETING, to which all electors are invited to attend.

Verity Vigars

Verity Vigars - Parish Clerk

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Business to be transacted

1. Election of Chairman
2. Election of Vice-Chairman and appointment of representatives
3. Apologies
4. Declaration of notifiable interests
5. Minutes of the previous meeting on 8th March (previously circulated)
6. Matters Arising from Minutes
7. Finance
8. Highways
9. Planning
10. Parish Lengthsman
11. Parish Gardens
12. The Sand Store and Associated Areas
13. Defibrillator
14. Village Website
15. River
16. Great Common
17. Henry Leigh Trust Representatives
18. Matters brought forward by the District / County Councillor.
19. Correspondence
20. Annual Report
21. Items for discussion at the next meeting and matters of report only
22. Date of next meeting: **Tuesday 12th July 2016, 7.30pm @ Hawkridge Village Hall**

The Annual Parish Meeting will follow the Annual Meeting of the Parish Council.

Minutes of the meeting of Withypool and Hawkridge Parish Council at Withypool Village Hall on Tuesday 3rd May 2016 at 7.30pm.

Present: Mr Tony Howard, Mr Alan Collins, Mr Tim Lloyd, Mrs Patti Williams, Mr Richard Lock, Mr Keith Branfield, Mr Steven Pugsley and Clerk Verity Vigars.

1. Election of Chairman

Alan Collins proposed and Richard Lock seconded that Tony Howard continue as Chairman, all in agreement so motion carried.

2. Election of Vice Chairman and appointment of representatives

Tim Lloyd proposed and Tony Howard seconded that Keith Branfield continue as Vice-Chairman, all in agreement so motion carried.

In addition, it was **AGREED** to keep the existing representatives the same as last year:

Withypool Village Hall	Keith Branfield & Alan Collins
Hawkridge Village Hall	Alan Collins & Richard Lock
Association of Parish Councils	Tony Howard
Consultative & Parish Forum	Patti Williams & Keith Branfield
Exmoor Panel	Tony Howard or Keith Branfield
Henry Leigh Trust	Keith Branfield

3. Apologies of absence

Ms Victoria Thomas and Mrs Frances Nicholson.

The Chairman then read a resignation letter from the Clerk. It was **AGREED** to place a combined advert in the Across Exmoor magazine, and perhaps approach Exford's Clerk to see if she would be interested.

4. Declarations of notifiable interests

On Planning, AC declared an interest in Hill Farm and RL declared an interest in West Hollowcombe.

5. Approval of the Minutes of the previous meeting

The minutes from the previous meeting on 8th March 2016 were **APPROVED** and signed.

6. Matters Arising from these Minutes

- The Clerk read the latest reply from Highways saying that they are aware of the issue at Blakeway which is not a sink hole, but a combination of an outfall pipe and a grip for surface water, at the moment no works are required but will keep under review. Quarryhead has been patched but one has been laid incorrectly allowing water to cross the road therefore they have asked the contractor to return and re-do it.
- Sand Store: in hand and will be done in due course.
- RL had again forgotten to bring the bill for £100 for repairing the two noticeboards.
- KB reported that he had been to the bank and signed the forms so he should now be a valid signatory on the bank account.
- The Clerk had displayed the notice advertising the summer let of the Parish Garden but there had been no enquiries.
- Village website - up and running now.
- Highways - Kittridge Lane has not been fixed, although some of the wood has diminished. There is also a nasty pothole below Summerhill and the drains are blocked. It was **AGREED** that the Clerk would notify Highways.
- Parish Lengthsman - paperwork received and dates are in August, November and February.
- No news on the hawk flyer.

7. Finance

Payment for the following invoices were **APPROVED** and cheques signed:

Insurance: £200.02; Hawkrigde Village Hall hire: £20.00; Parish Lengthsman: £201.25.

The Clerk reported that ENPA had agreed to reimburse the PC the £20 Withypool hall hire from the January planning meeting.

The Clerk presented the 2015/16 Accounts. She reported that they had been internally audited and the only outstanding action was that an Asset Register needs to be prepared as there is not currently one. AC proposed and RL seconded that the Accounts be **ADOPTED**; motion carried and so Accounts and Bank Reconciliation were signed.

Section 1 of the Annual Return (annual Governance statement) was then **APPROVED** and signed.

The register of PC assets was discussed and it was **AGREED** to document it as follows: "Withypool and Hawkrigde Parish Council owns various small paddocks known as 'Parish Gardens' totalling approximately 3.5 acres. Updating this to current land prices the total value is estimated in the region of £20,000." This figure was then entered in box 9 of Section 2 of the Annual Return (Accounting statements) and once complete Section 2 was **APPROVED** and signed.

8. Highways

Parsonage Farm at the end of the council road on the corner, the edge of the road has cracked away. It was **AGREED** that the Clerk ask highways to reinstate the road to stop it dropping.

Portford Bridge, the lime and mortar is crumbling and falling out. It is actually a major route into the village and the approach from South Molton needs widening so bigger stuff can swing out to get around it. It was **AGREED** that the Clerk contact Karen Harwood and ask her to contact TH for a coffee to discuss it.

9. Planning

Hill Farm - proposed installation of a mobile telecommunications pole and ancillary equipment: the Clerk reported that she had organised an extension from ENPA for the PC to reply immediately after the meeting. It was discussed and then **AGREED** to "support the application for the benefit of the general public and businesses in the area".

West Hollowcombe - garage conversion: it was discussed and **AGREED** to raise no objections.

10. Parish Lengthsman

The next date is 4th August and it was **AGREED** that RL and TH would organise tasks for him

items were taken out of order

18. Matters brought forward by the District Councillor/County Councillor

SP had nothing to report.

11. Parish Gardens

The Clerk had received an estimate from Moorland Landscaping for the summer mowing, which was the same as last year but with an additional cut added on. It was **AGREED** to continue using them.

The latest email from Risdon Hosegood solicitors was discussed at length. It was **AGREED** (KB proposed, RL seconded) to offer to pay the £500 plus VAT invoice from 2009 regarding the trespass claim. Regarding the boundary negotiations, Councillors **AGREED** that the original agreement was that all legal fees (including conveyancing) would be covered within the transfer of the ground for £5000 and there would be no cost to the Parish Council. It was **AGREED** that the Clerk would draft a reply to the solicitor for TH to review.

SP left.

12. The Sand Store and Associated Areas

As already mentioned this will now be done as and when can.

13. Defibrillator

TH has researched training providers and St Johns and the Red Cross are expensive at £400 plus per year for training. He has spoken to Mike Ellicott who suggested the British Heart Foundation which is £160 every couple of years. You need 16 people on the course and happy to join forces with Exford. The equipment is all a similar sort of price (approx. £1200). TH is continuing to research and KB offered to ask about North Molton about their supplier. Need to encourage people to offer to do it and be trained.

14. Village Website

Up and running and ready to upload the various things now required with the Transparency Code legislation. There is a maximum upload limit of 33 documents before an upgrade payment of £30 is required but it will take a while to reach that and options can be discussed then.

15. River

It was **AGREED** that the Clerk contact the Environment Agency to ask them to come back and look at the island because it is getting bigger and spoils the river.

16. Great Common The Clerk read the latest reply and it was **AGREED** to wait for further news.

17. Henry Leigh Trust representatives

KB gave a brief report that it is the 10th anniversary and reminded members that the money is for educational purposes and is not means-tested. It is open to younger residents of the various parishes and they give away a reasonable amount of money each year so people are encouraged to apply. It is planned to have a stand at the Flower Show.

19. Correspondence

The resignation of Victoria Thomas was read and it was **AGREED** that the Clerk reply to her. There is now a vacancy which needs to be advertised.

Other correspondence was shared including the Historic Environment Review, communication from Exton about the 90th Birthday medal and that the next Exmoor Panel meeting has had a date change from 16th June to 9th June.

20. Annual Report

The Annual Report was read and there were no members of the public in attendance. KB proposed and TL seconded that the report be **APPROVED**, signed and included in the minutes book, motion carried.

21. Items for discussion at the next meeting and matters of report only

Vacancy for Councillor and Clerk. AC proposed and RL seconded that TH and KB lead on sorting out a new Clerk.

22. Date of next meeting:

Tuesday 12th July 2016 at Hawkridge Village Hall at 7.30pm. It was **AGREED** that the Clerk should notify the village halls of the provisional future meeting dates.

The meeting closed at 10.15pm.