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MINUTES OF THE BRANSCOMBE PARISH COUNCIL MEETING held in Branoc Hall, Branscombe on **Thursday 7<sup>th</sup> April, 2022 at 1930hrs**

Present	Cllr Fastnedge (Chair), Cox, Evans, Pegler and Pike
Members of the Public/Press	None
Clerk in attendance	Adrienne Long

22/045	<b>Welcome</b> The Chairman welcomed everyone to the Meeting.
22/046	<b>Apologies</b> Apologies were received from Cllrs Lambert, Pellatt, Powell and White and Cllr Geoff Pook (EDDC), Marcus Hartnell (DCC) and Rob Skinner (NT)
22/047	<b>Public Question Time</b> (if requested) None requested.
22/048	<b>Declarations of Interest</b> None declared.
22/049	<b>Minutes</b> The Minutes of the Parish Council Meeting held on 3 <sup>rd</sup> March 2022 (and previously circulated) were approved by the Council and signed by the Chair as a true record.
22/050	<b>Organisations' Reports</b> None received.
22/051	<b>District and County Councillor's Reports</b> The April Report received from Cllr Hartnell, together with emailed comments from Cllr Pook will be circulated to Council.
22/052	<b>Matters Arising</b> (from previous minutes and not covered by subsequent agenda items)  1. <b>Benches</b> Council noted that the 2 new benches at the Castle Hill bus stop had now been installed and the old benches removed. Cllr Cox reported that the Village Platinum Jubilee Committee had suggested that the benches could be included as part of the Jubilee commemorations or have memorial plaques placed on the benches.  2. <b>Purchase of Additional Waste Bin</b> Given the lack of progress on the issue of waste bins in the Village Hall area, Cllr Pike proposed that the Council should purchase an additional waste bin for use near the Village Hall, and explore whether funding for this purchase could be obtained from Cllr Hartnell's Locality Budget.

	<p>In the discussion that followed it was argued that the existing bin by the bus stop was inadequate for the amount of litter from visitors to the village and therefore a larger bin was required. Similarly, if the Village Hall, wished to have an additional bin by the Hall, they could purchase their own bin and apply to the Council for support towards the cost.</p> <p>It was therefore agreed that the Clerk should contact Cllr Pook to outline the problems with the existing bin given the number of visitors to the village and ask if EDDC could replace with a larger bin or suggest any other options. <i>(Action: Clerk)</i></p>
22/053	<p><b>Planning</b></p> <p>1. <b>Parish Planning Update</b> The Council noted EDDC's approval of the following applications:</p> <p>21/2047/TEL - Berry Barton Farm Berry Hill Branscombe - Installation of 20m high lattice mast 21/3302/LBC The Masons Arms, Branscombe, Seaton EX12 3DJ - Internal alternations to ground floor 22/0203/FUL Village Hall, Branscombe, Seaton EX12 3DB - Amended plan for roof covering.</p> <p>2. <b>Consideration of Future Planning Applications</b> The Chairman reported that he, Cllr Evans and the Clerk had discussed how the Council might consider planning applications more effectively and reduce the amount of time spent on discussing the applications at council meetings.</p> <p>The Chairman proposed that to give each planning application the necessary time and attention required, initial preparation and work should be done outside of the meeting by a small group, including himself and Cllr Pegler who would then report their findings to the council meeting for a final decision. Cllr Evans further proposed that the Cllr in whose geographical area each planning application was sited, should also be involved in the preliminary discussions. The proposal was seconded by Cllr Pegler and all were in favour.</p>
22/054	<p><b>Queen's Platinum Jubilee Celebrations (2<sup>nd</sup> - 5<sup>th</sup> June 2022)</b></p> <p>1. <b>Planting of Oak Sapling</b> Cllr Cox reported that the Platinum Oak Sapling provided by EDDC had been planted by EDDC Officers and himself on 12<sup>th</sup> March. A resident had agreed to water the sapling and the Platinum Jubilee Committee were arranging a plaque laying ceremony during the Jubilee weekend.</p> <p>2. <b>Programme of Platinum Jubilee Events</b> Cllr Cox reported that the full programme of events for the Jubilee weekend had now been published in the Parish Newsletter and was advertised on Jubilee Boards located throughout Branscombe and Weston.</p>
22/055	<p><b>Core Policies and Documents</b></p> <p>The Chairman reported that he, Cllr Evans and the Clerk had met to discuss what policies and documents parish councils are required legally to have and those that it is considered good practice for councils to have in place.</p>

	<p>Cllr Evans had offered over the next 11 months to produce an initial draft of those policies that the Council is lacking. The Chairman and the Clerk will work with Cllr Evans on a final draft for approval by the Council.</p> <p>All Council policies and documents will then be reviewed on an annual basis at the Annual Meeting of the Council. <i>(Action: Cllr Evans, Chairman and Clerk).</i></p>																												
22/056	<p><b>Arrangements for the Parish Meeting and Annual Meeting of the Council - 12<sup>th</sup> May 2022</b></p> <p>The Clerk reported that the main hall and kitchen facilities had been booked for 12<sup>th</sup> May (at a cost £36.00). Cllr Cox offered to organise refreshments to be served at the end of the Parish Meeting. <i>(Action: Cllr Cox)</i></p> <p>The Clerk had placed a notice of the Parish Meeting in the April edition of the Parish Newsletter and will follow up with notices on the parish notice boards and on the Branscombe Facebook site. Invites to the Parish Meeting will also be sent to all representatives of village groups and organisations with a request for a brief report. It was agreed that reports will not be read out if representatives do not attend the meeting. <i>(Action: Clerk)</i></p>																												
22/057	<p><b>Annual Governance and Accountability Return (AGAR) 2021/22</b></p> <p>The Clerk outlined the process and proposed timetable for the completion and return of the AGAR 2021/22 (set out in Appendix 1 to the Minutes) which was agreed by Council.</p>																												
22/058	<p><b>Finance Update</b></p> <p>1. Council noted the current financial position:</p> <table border="1" data-bbox="379 1249 1045 1467"> <tr> <td>Total receipts for year (Includes £563.12 of CIL monies)</td> <td>£9,058.16</td> </tr> <tr> <td>Total payments for year</td> <td>£11,420.69</td> </tr> <tr> <td>Difference</td> <td>-£2,362.53</td> </tr> <tr> <td>Current Balance</td> <td>£20,172,56</td> </tr> </table> <p>2. <b>Receipts</b> Council noted the receipt of the first instalment of the Precept payment (£4,000.00).</p> <p>3. <b>Payments</b> The following payments were approved for payment. As there were insufficient cheques for all payments and only one signatory present at the meeting, the signing of cheques was held over for completion outside of the meeting once a new cheque book is received.</p> <table border="1" data-bbox="379 1825 1348 2078"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Goods/Services</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1103</td> <td>HMRC</td> <td>Income Tax</td> <td>£176.64</td> </tr> <tr> <td>1104</td> <td>Former Clerk</td> <td>Backdated pay award*</td> <td>£17.64</td> </tr> <tr> <td>1105</td> <td>Clerk</td> <td>Salary &amp; Expenses</td> <td>£236.59</td> </tr> <tr> <td>1106</td> <td>ICO</td> <td>Annual data protection fee</td> <td>£40.00</td> </tr> </tbody> </table>	Total receipts for year (Includes £563.12 of CIL monies)	£9,058.16	Total payments for year	£11,420.69	Difference	-£2,362.53	Current Balance	£20,172,56	Cheque	Payee	Goods/Services	Amount	1103	HMRC	Income Tax	£176.64	1104	Former Clerk	Backdated pay award*	£17.64	1105	Clerk	Salary & Expenses	£236.59	1106	ICO	Annual data protection fee	£40.00
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	1107	Branoc Hall	Hall hire for Jan-March 2022	30.00
	1108	Devon Association of Local Councils	Membership Renewal Fee	£125.50
	1109	Devon Association of Local Councils	Training Courses x 3	£108.00
22/059	<b>Correspondence</b> All correspondence received and circulated during March was noted.			
22/060	<b>Councillors Reports and Items for Next Agenda</b> It was agreed that the repair of the parish noticeboards and display of parish notices and other village information should be considered at the next meeting.			
22/061	<b>Date of Next Meeting</b> Annual Parish Meeting - Thursday 12 <sup>th</sup> May at 1830hrs Annual Meeting of the Parish Council - Thursday 12 <sup>th</sup> May at 1930hrs			
The meeting closed at 2045hrs.				

Signed	Dated
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Appendix 1.

**Annual Governance and Accountability Return (AGAR) 2021 - 2022: Timetable**

<b>April</b>	
R&P spreadsheet finalised and all supporting documents and material put together and delivered to the Internal Auditor (03.05.22)	Clerk
<b>May</b>	
Internal Audit undertaken and Auditor signs the Annual Internal Audit Report of the AGAR Form	Internal Auditor
Clerk completes and signs the Annual Accounting Statements (Section 2 of the AGAR Form)	Clerk
<b>June Council Meeting (09.06.22)</b>	
Annual Internal Audit Report received and noted by Council	Council
Annual Governance Statement approved by Council and signed by the Chairman and Clerk	Council/Chairman/Clerk
Annual Accounting Statements presented to and approved by Council and signed by the Chairman	Council/Chairman
Certificate of Exemption approved by Council and signed by the Chairman and Clerk	Council/Chairman/Clerk
Clerk confirms the commencement date for the Exercise of Public Rights – 30 working days. Likely to be <i>20th June to 29th July 2022</i>	Clerk
<b>After June Council Meeting and by 30th June</b>	
Certificate of Exemption sent to the External Auditor - PKF Littlejohn LLP	Clerk
The following documents published on the Council's website & noticeboards. Documents must be published the day before the commencement of the period for the Exercise of Public Rights  <ol style="list-style-type: none"> <li>1. Annual Internal Audit Report</li> <li>2. Annual Governance Statement</li> <li>3. Accounting Statements</li> <li>4. Analysis of any significant year on year variances</li> <li>5. Bank reconciliation as at 31 March 2022</li> <li>6. Copy of the Certificate of Exemption</li> <li>7. Arrangements for the Exercise of Public Rights</li> <li>8. Name and address of the External Auditor</li> </ol>	Clerk