

**LITTLEHAM & LANDCROSS PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**HELD AT LITTLEHAM VILLAGE HALL ON THURSDAY 17<sup>TH</sup>**  
**May 2012.**



**Present:** Cllrs. Beer, (Chairman), Corkery, Pat Fishleigh, Hassall, Loraine Kindley Pru Phillips, and Smith.

DCC Cllr Robinson.

**Apologies:** Cllrs. Atkinson, Hamilton, Heard, Hopkins and Stevens. DCC Cllr Robinson & TDC Cllr Pennington

*Members of the public wishing to address the meeting on a specific agenda item, were, in accordance with Standing Order 24 and Paragraph 12(2) of Statutory Instrument 2007/1159, permitted to do so before that Agenda Item.*

**1197 - Registration of Members Interests:** No additional registrations were required.

**1198 – Election of Chair for 2012/13.**

Cllr Sue Beer agreed to stand again as Chair.

P: Cllr Fishleigh.

S: Cllr Phillips.

All agreed.

**1199 – Election of Vice Chair for 2012/3.**

In the absence of Cllr Atkinson it could not be assumed that he would continue as Vice Chair. It was agreed that this matter be taken forward to the next meeting.

P: Cllr Beer.

S: Cllr Corkery.

All agreed.

**1200 – Receive Declarations of Acceptance of Office from Councillors so Elected.**

The Declaration of Acceptance for Cllr Beer as Chair was completed and signed.

**1201 - To confirm Minutes 1182-1196 of 19<sup>th</sup> April 2012.** *(previously dispatched)*

Cllr Smith requested changes to Minute 1185: "that references to e-mails submitted by Cllrs be deleted as they identified individual views on the Application; and that "All agreed [except Cllr Atkinson] be changed to "All present agreed"

After these alterations the Minutes were Proposed as correct by Cllr Corkery. S: Cllr Hassall. All agreed.

Minutes [amended] signed by Chair.

**1202 - Confirmation of decisions made at the above Meeting in respect of Annual Parish Council Meeting items:**

- a) To confirm that Members have a copy of Current Standing Orders. **Confirmed.**
- b) To confirm that Members have a copy of current Self- Help Emergency Plan[s]. **Latest copy for Littleham tabled, and copies retained.**
- c) To review and agree the Risk Analysis Statement 2012-13. This document has been amended from last year to include the Winter Equipment Shed. **Confirmed.**
- d) Appointment of Trustee of Littleham Village Hall & Rifle Range. **Cllr Hamilton agreed to continue in this role.**

**1203- Matters Arising – Not Covered by Agenda:**

- a) **Atlantic Array.** As requested the Clerk had written to DCC Cllr John Hart, copied to Nick Harvey MP; Geoffrey Cox MP; and DCC Cllr Alison Boyle – regarding the composition of the convened Working Party. The response received from Cllr Hart was not considered adequate and the Clerk was requested to write once more expressing the Councils disappointment in any delay for direct representation on the Working Group for the Parish. Members did not understand his reasoning for selection of ND as participants representing the Biosphere [as this covers the rivers Torridge, Taw and its tributaries]. The Clerk was also requested to ask TDC Cllr Pennington to raise this matter at the next appropriate TDC meeting – Littleham & Landcross seek direct representation through either their DCC Councillor or a dedicated TDC Councillor in place of himself [being conflicted as a landowner]. An acknowledgement card reply had been received from G Cox MP.

- b) **Speaker for the Annual Parish Meeting:** The Clerk advised that Andy Bell, Manager, Biosphere Reserve had agreed to speak at next week's meeting.
- c) **South West Water.** The Clerk had notified SWW using their online system, of the leaks at Kingdom Hill & the road from Littleham to Littleham Cross.
- d) **Broadband – Devon & Somerset Funds.** TDC had sent the latest progress report dated April 2012, which had been distributed to Members.

**1204 –Planning Applications:** None.

**Notifications:** None.

**Other Matters:** Cllr Smith requested that we request an update from TDC [Enforcement] regarding the hardstanding for cars at Edge Mills Cottages. He also requested that we advise them of the property's entry on a local Holiday Letting site which raised questions on possible PP required for "The Hideaway" and the stated road access.

**1205 - District & County Councillors' Reports.** None received.

**1206 – Highways.**

- a) The requested meeting between Cllr Fishleigh and Julian Roskilly had not yet taken place. Cllr Fishleigh asked that Julian Roskilly be asked to meet with Cllr Beer. Clerk to action.
- b) Road Closure Notice – S W Highways advise Night closure for resurfacing on A39 between East Holwill Farm and Gilscott on Mon. 11<sup>th</sup> & Tues 12<sup>th</sup> June 2012. Diversion routes will be signposted. There will also be 1 night and 4 days under Stop & Go at this site.

**1207 - Finance & Insurance:**

- a. Report on **Bank Balance** and Authorisation of Payments.

Bank balance: £3326.14 as at 20<sup>th</sup> April 2012.

Bank statement[s] signed by the Chair.

**Payments:** DPFA – cheque for £1.50 being difference of new Sub and existing s/order.

Community First – Insurance premium £144.59 [see below].

P: Cllr Smith.

S: Cllr Phillips

All agreed.

- b. Approve 2011-12 Final Accounts, to be signed by Chair and RFO. Statement presented by RFO – Balance b/fwd = £1688.14. Receipts = £5234.95. Payments = £4608.95. Balance c/fwd = £2314.14. The figures were input onto the Audit Commission Form – Section 1: Accounting Statements and Section 2 – Annual Governance statement were both signed by Chair and RFO.

P: Cllr Fishleigh.

S: Cllr Phillips.

All agreed.

- c. Internal Audit – Adequacy of Procedures. The Clerk presented a revised version of this document [dd:10.5.12]. Updated sections: Receipts/Payments [now merged]; Bank and Clerk's Salary.

P: Cllr Smith.

S: Cllr Kindley.

All agreed.

**d. Other Financial or Insurance Matters.**

- i. To consider cancelling the STO to DPFA, pay by cheque in future.
- ii. To consider consider/accept renewal quote from Community First – premium reduced from £170.10 to £144.59. Due June 1<sup>st</sup>.
- iii. To confirm arrangements to continue to use TDC payroll for Clerk's salary.

Items 1-3: P: Cllr Fishleigh.

S: Cllr Kindley.

All agreed.

- iv. Advice of 1st Precept payment £999.62. Being £1825 less DALC sub of £98.79, 2x Clerk salary quarterly pyts of £349.58 = £699.16, and salary increase wef 1.6.2011 £32.92 / 12x10 = £27.43.

**1208- Correspondence Requiring Attention:**

- DCC – Devon Waste Plan – Consultation. It was agreed that Members would respond individually if so minded.
- Notice of AGM for Great Torrington Local Community Partnership. Cllr Hassall agreed to attend.

**1209 -Other Correspondence received:** Senior Council for Devon magazine April 2012. TTVS – Torridge Matters April 2012. Clerks & Councils Direct – May issue. Brochures for GO Shopmobility.

**1210-E-Mail correspondence received:** RSN – 2012 Rural Insight Survey. TTVS – Snippets[x2] . RSN – Hinterland. Queen Elizabeth Fields Trust. DCC – Schools Admission Policy. BDUK – Connecting Devon & Somerset – Update. DCC – In Touch April.

**1211-AOB.** Cllr Beer asked if Members wanted to provide Tea & Coffee at next weeks Annual parish meeting – after discussion it was decided not to. Cllr Kindley advised that certain parts of the parish website – pertaining to the Council – needed updating. Cllr Beer agreed to investigate.

**1212 - Next Meeting:**

**May 24<sup>th</sup> – Annual Parish Meeting - at 7.30pm.**

**Then June 21<sup>st</sup>.**

The meeting closed at 9.05pm.