

Parish Council meeting was held on Thursday 11<sup>th</sup> April 2024 at 8 p.m. in the Parish Hall

#### 1. MEMBERS PRESENT

Mr G. Hall (Chairman), Mr. P. Lake, Mr. J. Grant, Mr D. Berry, Mrs J. Mitchell, Ms R. Wibberley, Mr G. Kingdom, Cllr M. Squires (County Councillor)

#### 2. APOLOGIES FOR ABSENCE

Mr. M. Lake (Family commitment)

#### 3. NON-ATTENDANCE

None

#### 4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 14<sup>th</sup> March 2024 had already been circulated prior to the meeting.

**Proposal:** Agreement to the content of the minutes was proposed by Mr. Berry and seconded by Mrs Mitchell and was unanimously agreed by the meeting. The minutes were signed by the chairman.

#### 5. DECLARATION OF INTEREST

None

#### 6. MATTERS ARISING

None

#### 7. PLANNING APPLICATION (24/00417/HOUSE) – Erection of replacement extension and a porch at Wringsland House, Pennymoor.

A short discussion took place.

**Proposal:** Mr Lake proposed and Mr Kingdom seconded agreement to this planning and meeting unanimous agreed.

#### 8. DALC SUBSCRIPTION 2024/25

The clerk stated that she had received an invoice from DALC for renewal of the annual subscription.

**Proposed:** Mr Berry proposed and Ms Wibberley seconded agreement to payment of £193.33 annual subscription and the meeting unanimously agreed. The clerk would make a bank transfer payment.

#### 9. RISK ASSESSMENT

The clerk stated that the Risk Assessment document for the year ending 31<sup>st</sup> March 2024 had been sent out with the agenda.

**Proposed:** Mr. Kingdom proposed, and Mrs Mitchell seconded agreement with the content of this document, and the meeting unanimously agreed. The chairman signed the document.

#### 10. STATEMENT OF INTERNAL CONTROL

The clerk stated that the Statement of Internal Control document for year ending 31<sup>st</sup> March 2024 had been sent out with the agenda.

**Proposed:** Mr P. Lake proposed, and Mr. Berry seconded agreement with the content of this document and the meeting unanimously agreed. The chairman and clerk signed the document.

#### 11. S106 FUNDING

The clerk stated that she had been in contact with Mid Devon DC S106 officer who confirmed that our parish is included with Cadeleigh and Bickleigh.

There are funds available, and an application form would need to be completed to apply.

There are no projects in the parish required at the moment.

#### 12. ACCOUNTS 2023/24

The clerk passed a copy of the accounts for 2023/24 around the meeting.

**Proposed:** Mr Kingdom proposed, and Mr P. Lake seconded agreement with the content of this document and the meeting unanimously agreed. The chairman and clerk signed the accounts.

#### 13. AUDIT EXEMPTION CERTIFICATE

The clerk stated that the Certificate of Exemption (AGAR 2023/24) was received from the external audits and all the necessary criteria were reached.

**Proposed:** Mr Berry proposed and Mrs Mitchell seconded agreement with the content of this document and the meeting unanimously agreed. The chairman duly signed the certificate.

#### **14. CLERK'S SALARY 2023/24**

*The clerk left the meeting.*

The meeting agreed to pay the clerk at spinal point 22 the same as last year

**Proposed:** Mr P. Lake proposed, and Mr. Berry seconded paying the parish clerk on Spinal 22 (£3,824.68 LESS income tax of £764.80) and the meeting unanimously agreed. The clerk will make the necessary payment to herself and HMRC via bank transfer.

*The clerk returned to the meeting.*

#### **15. HIGHWAYS**

The following potholes were reported:

- Several potholes just passed Fork Farm, Pennymoor

Meeting closed 8:45