

**Minutes of Yarnscombe Annual Parish Meeting, Annual Parish Council Meeting and
Parish Council Meeting
Wednesday 24 May 2023**

Present: Cllrs. Brice (chair), Cooke, Jeffery, Newberry, Pengilly, Cllr. Saywell (Devon County Council / DCC), Cllr. Elliott (Torridge District Council / TDC), M. Dymond (clerk) and one member of the public

ANNUAL PARISH MEETING

23.41 Chair's Annual Report

Yarnscombe Parish, what a year to remember.

We started the year finally coming out of a Global Pandemic, something we are grateful for and will never forget. But as we stepped from one disaster, another erupted in the Ukraine, that we, unfortunately, are indirectly involved with.

However we as a community came together on the 5th June 2022 to celebrate the Queen's Platinum Jubilee at the Yarnscombe Victory Hall. In true Devon style it can be said to be both a well attended and well fed event. For the local parish children a commemorative coin was given. Unfortunately, little did we know that within four months the Queen would die on holiday at Balmoral Castle, aged 96 years, from "Old Age", something I would think we would all wish for.

The Queen's son Charles has, on the 6th May 2023, been crowned king and will be known as Charles III. Again, in true Yarnscombe style a celebration was held at Victory Hall the following day. The event again was well attended, with food generously given by local people. For the children of the parish a commemorative £5 coin was given, though I believe they enjoyed the rides around the hall on the steam train more.

For the Parish Council life rolled on as normal, putting the views of local people to the ears of both District and County Councillors, hopefully with some effect. Maintaining the playing field, helping local groups with grants as required. I could rant about potholes, but unfortunately have come to believe divine intervention is the only answer.

On a final note I wish to thank Paul Williams for his time on the council. For those who are unaware, he was both a Parish Councillor for 10+ years and footpath warden for 6+ years. He will be remembered for his work in setting up the Air Ambulance landing site on the playing field, a life saver. We all on the council wish him well.

Christopher Brice (Chair, Yarnscombe PC)

This report can also be found on the website

<http://www.yarnscombe.org.uk/council-chairmans-annual-report-2023.html>

23.42 Any matters arising

The member of the public raised the issue of speeding. He pointed out that over the last few years, there had been several collisions on Ley Hill (road past village hall towards Langley Barton). He showed councillors photographs of the scene after collisions, all of them, he believes, due to excessive speed. Councillors fully agreed with member of public that speeding is an issue on narrow country lanes, but after leaving the 20mph limit of the village, the national limit of 60mph applies. Member of public was concerned that a serious accident was only a matter of time. Councillors pointed out the limits of their power and that traffic/road issues were a matter for DCC. Especially when driving on the road in question, suggestions were made, e.g. to use car horn or placement of mirrors.

Cllr. Saywell from DCC explained that control of speeding came down to police enforcement. He will contact road safety officer for advice and suggest that officer attends council meeting. Furthermore, Cllr. Saywell asked councillors to encourage parishioners in setting up a "Community Speedwatch" group. Once officially registered, these groups have access to mobile camera units. Clerk will include this idea in her next article for Eagle.

Actions taken: Member of public to forward pictures to clerk who will in turn forward them to Cllr. Saywell and PCSO Brown. Clerk will also get PCSO Brown to contact member of public. Issue of speeding in general and idea of Community Speedwatch to be included in next article for Eagle.

ANNUAL PARISH COUNCIL MEETING

23.43 Signing of Acceptance of Office Forms

Forms were handed to councillors present, filled in and countersigned by clerk.

Actions taken: Clerk to email form to Cllr. Farr.

23.44 Election and Acceptance of Office of Chairman

Cllr. Newberry proposed, Cllr. Cooke seconded. All agreed. Cllr. Brice accepted office of chair and was duly elected.

23.45 Election and Acceptance of Office of Vice-Chairman

Cllr. Brice proposed, Cllr. Jeffery seconded. All agreed. Cllr. Newberry accepted office of vice-chair and was duly elected.

23.46 Apologies, Declarations of Interest and Dispensations

Apologies were received and accepted from Cllr. Farr, Cllr. Lock and PCSO Brown.

There were no declarations of interests and no requests for dispensations were received.

23.47 Minutes of the last Annual Parish Council Meeting, 25 May 2022

Minutes had been approved and signed off at last June meeting (22 June 2022)

23.48 Review of the Council's Fundamental Documents

Standing Orders, Financial Regulations (including Separation of Duties) and Internal Control documents

These documents are to be reviewed prior to next meeting. Within the "Separation of Duties" Cllr. Williams is to be removed and replaced by Cllr. Newberry.

Actions taken: Cllr. Pengilly to update clerk and chair about necessary changes to documents and report back to council next month.

23.49 Receipt of a statement of the council's account for the period ending the previous 31 March

Bank balance on 31/03/2022 had been £21,725.06, on 31/03/2023 it was £22,389.41. The council's financial situation is therefore stable; generally speaking it had stayed within budget. Audit fees had been higher than expected, but will go back to £100 this financial year. Due to Platinum Jubilee of late Queen and grant towards play area repair/maintenance, council went over set budget figures for "Local Grants" and slightly over set figure for "Maintenance and Repair of Assets" due to purchase of storage container for playing field.

Actions taken: None at present.

23.50 Election of Representatives

Cllr. Pengilly agreed to act as a representative for the Parochial Church Council. Cllr. Newberry agreed to act as a representative for the Village Hall / Social Club.

23.51 Review of Asset List

Storage container in playing field and safety storage box had been added to list.

Actions taken: Clerk to send Cllr. Pengilly updated list for publication on website.

23.52 Review and confirmation of insurance cover in respect of all insured risks

Council is in last year of contract with Community First Insurance. Cllr. Brice proposed, Cllr. Pengilly seconded. All agreed to pay invoice for insurance cover at cost of £427.39.

Actions taken: Cheque to be written out, countersigned and sent off by clerk.

23.53 Review of Subscriptions

Yearly subscriptions include payment to ICO, DALC, Parish Online and Domainsrush.

Giffgaff subscription is being paid on monthly basis by debit card.

Cllr. Pengilly explained that despite weeks of trying to resolve the issue, he was unable to get the mobile

router to connect to Giffgaff network. He suggested terminating Giffgaff contract and sending router back for refund. All agreed. All other subscriptions were confirmed.

Actions taken: Clerk to terminate Giffgaff contract and send router back.

23.54 Review of Complaints Procedure and Grievance and Discipline Procedures

To be reviewed prior to next month.

23.55 Review of Data Protection Policy

To be reviewed prior to next month.

23.56 Review of remaining policies and documents

- i. Press and Media Communications — see 23.54/55
- ii. Action Plan — Installation of chippings on vehicle entrance to playing field to be removed from Action Plan
- iii. Emergency Plan / Emergency Plan Data Regulations — see 23.54/55
- iv. Grant Awarding Policy — see 23.54/55
- v. Training Policy and Record — see 23.54/55
- vi. Risk Management — see 23.54/55
- vii. Equality Policy — 23.54/55
- viii. Health And Safety Policy — 23.54/55
- ix. Parish Council Information — 23.54/55
- x. Playing Field Conditions of Hire — 23.54/55
- xi. Staff Appraisal Process — 23.54/55

23.57 Date, time and place of ordinary parish council meetings

These were confirmed as fourth Wednesday of every month, 7.30pm at the village hall.

PARISH COUNCIL MEETING

23.58 Apologies, Declarations of Interest and requests for dispensations

Apologies were received and accepted from Cllr. Farr, Cllr. Lock and PCSO Brown.

There were no declarations of interests and no requests for dispensations were received.

23.59 Public Participation and Feedback

See 23.42

23.60 Representatives Reports

1) County/District Councillors

County

Cllr. Saywell (DCC) welcomed Cllr. Elliott (TDC). He went on to explain that DCC will break even, possibly even underspend. He reported that patching of potholes within Yarnscombe parish and Huntshaw to Cranford Cross are at present being considered. New way of patching potholes is being trialled at present in Little Torrington. Elastomac is made from recycled tyres and welds itself to the road surface. Its use cuts down on costs of material and labour; the so called Dragon patcher will use the new material for light to moderate damage in the forthcoming summer.

District

Cllr. Elliott introduced himself as newly elected district councillor. It is his first time working within district politics; he promised to be approachable and help wherever he could.

2) Village Hall / Social Club — Coronation events were successful and well attended.

3) Youth Club — None

4) PCSO / Police Report

A couple of months ago, a new system of communication between PCSOs and parish councillors had been introduced. Instead of monthly crime reports, monthly online Q&A sessions were meant to take place. Clerk and councillors hadn't heard anything since then. Cllr. Elliott promised to look into the matter and report back to clerk once he had made contact with PCSO Brown and/or PCSO Baker.

Actions taken: Cllr. Elliott to liaise with clerk. Clerk will report back to council next month.

5) Playing field — Cutting of field will be done in next few weeks.

23.61 Minutes of Meeting from 19 April 2023

Minutes were approved and signed off as a true record.

23.62 Matters arising from last Minutes

Cleaning of bus shelter — This had been carried out (as discussed in previous meeting) and reimbursement to Paul Williams was agreed.

Actions taken: Cheque written out and countersigned. Clerk will pass on cheque to Paul Williams.

Paul Williams gift — Councillors agreed that for his service as councillor and PROW, Paul Williams should receive a gift showing the council's appreciation for his efforts.

Actions taken: Clerk to source suitable gift.

23.63 New Matters

Co-option of new councillor — Since Paul Williams stepped down as councillor, a vacancy had arisen. This will be advertised and any forthcoming candidate(s) invited to next meeting.

Actions taken: Clerk will advertise vacancy.

Register of Interests — newly elected councillors will have to forward "Register of Interests" to TDC within next 28 days. This can be done by email. Clerk had forwarded form to councillors, or paper form can be handed in at TDC in Bideford.

Actions taken: Cllr. Brice offered to take completed forms to Bideford on Friday. Some councillors chose to send them in via email.

Cyan toner cartridge for printer £115.99

Cllr. Brice proposed, Cllr. Newberry seconded for clerk to order cartridge. All agreed.

Actions taken: Clerk to order cartridge with debit card.

Reimbursement to clerk for copier paper £6.50 — Cllr. Newberry proposed, Cllr. Brice seconded. All agreed.

Actions taken: Cheque written out, countersigned and handed to clerk.

23.64 PROW — Monthly Report

Grant form and yearly report had been sent in but no reply yet.

Actions taken: Clerk to send another email to Ros Davies (DCC) to find out result of grant request.

23.65 Planning

[1/1253/2022/FUL](#), Demolition of redundant rural building and erection of new dwelling following class Q approval (1/0427/2022/AGMB) and associated works, Barn At Grid Reference 253321 122636, Yarnscombe, Devon — Application permitted

23.66 Additional Planning

Certificate of existing lawfulness for occupation of dwelling in breach of agricultural occupancy condition, Highfield, Yarnscombe, Barnstaple, Devon, EX31 3LR — ref. [1/0389/2023/CPE](#)

Councillors had no concerns regarding this application.

Actions taken: Clerk to send comment of support to planning department.

23.67 Accounts

Annual Governance Statement and Accounting Statement 2022/23

Clerk read out Governance statements, councillors agreed.

Actions taken: Clerk and chair signed Annual Governance Statement. Clerk to present to internal auditor.

Annual Accounting Statement 2022/23 had been filled in by clerk.

Actions taken: Clerk and chair signed Accounting Statement to present to internal auditor.

Signing of Exemption Certificate as required by External Auditor

Actions taken: Clerk and chair signed exemption certificate, clerk to send off to external auditor.

Meeting closed at 8.40pm.

13th June 2023