

# EAST ANSTEY PARISH COUNCIL

Chairman: Cllr Mrs H Warne  
Stable Lodge  
East Anstey  
Tiverton  
EX16 9JL  
Tel 01398 341483  
email [hmetivier1@btinternet.com](mailto:hmetivier1@btinternet.com)

Clerk: Mrs Jill Larcombe  
6 The Old School  
Chapel Street  
Tiverton  
EX16 6ND  
Tel 01884 252647  
email [eastansteypc@yahoo.co.uk](mailto:eastansteypc@yahoo.co.uk)

## **The Minutes of the Annual Meeting of the Parish Council held on Friday 19<sup>th</sup> May 2023 at East Anstey Primary School at 7.30pm**

**Present:** Cllr's Mrs H Warne (Chair), Ms J Gannon, R Milton (Also District Cllr) and Miss L Moore.

**In attendance:** Mrs J Larcombe (Clerk).

Prior to the start of the meeting councillors signed their Acceptance of Office Forms

### **01/05/23. Election of Chair – elected Chair to sign an Acceptance of Office Form.**

Cllr Mrs Warne was proposed by Cllr R Milton and seconded by Cllr Ms J Gannon. There were no other nominations. Cllr Mrs Warne was elected unanimously and signed the Acceptance of Office Form.

**02/05/23. Co-option of Councillors.** It was unanimously agreed to co-opt Richard Gibson and Lucie Moore. Proposed by Cllr Milton and seconded by Cllr Ms Gannon.

**03/05/23. Election of Vice-chair.** Cllr Miss Moore was proposed by Cllr Milton and seconded by Cllr Ms Gannon. There were no other nominations. Cllr Miss Moore was elected unanimously.

**04/05/23. To receive apologies.** There were no apologies.

**05/05/23. Disclosure of interests in items on the agenda.** Cllr Mrs Warne declared a personal interest in planning application 76994 as the applicant is a friend.

**06/05/23. To agree the minutes of the meeting held on 5th April 2023 as an accurate record of the meeting.** The minutes were agreed as an accurate record of the meeting and they were duly signed by the Chair.

**07/05/23. Matters arising from the minutes, not included on the agenda.** None.

**08/05/23. Public Questions.** No members of the public present.

### **09/05/23. Planning**

**a) To make a recommendation on any planning applications received by the council before the meeting.**

**76994** Extension to existing timber chalet at Whitemoor Stables, East Anstey. There is no material reason to refuse. Comment: support.

**76892** Reserved matters application for appearance, landscaping, layout and scale for 73012 (outline application for erection of three dwellings and associated works with some matters reserved (appearance, landscaping, layout and scale)) at land opposite Froude Arms, East Anstey. No comment.

**b) To note any decisions made on planning applications by NDC.** No decisions received.

**c) Any other planning matters.** No other planning matters.

**10/05/23. Highways: Any highways issues.** The usual potholes were reported.

#### **11/05/23. Reports**

**a) District Cllr.** Cllr Milton has been undertaking District Cllr training sessions. He is on the Licensing & Community Safety Committee and has been appointed to the Exmoor National Park Authority. His nomination to the Exmoor National Park Authority by the Parish Council was not needed.

**b) County Cllr.** No report.

#### **12/05/23. Finance:**

**a) To approve invoices for payment.** It was agreed to approve the following payments:

Mr D Passmore - £210.00 grass cutting – 2 cuts of playing field (Payment ref: 2324/03)

Mrs J Larcombe - £98.70 Clerks salary for April plus expenses (Payment ref: 2324/04)

HM Revenue & Customs - £20.00 PAYE (Payment ref: 2324/05)

Mrs J Larcombe - £210.00 (Repayment re invoice from Mr D Passmore for grass cutting) (Payment ref: 2324/06)

Devon Association of Local Councils - £85.87 Annual affiliation fee (Payment ref: 2324/07)

A payment of £35.00 will be made by Direct Debit to the Information Commissioner's Office on 20.05.23 for the data protection renewal fee (Payment ref: 2324/09)

**b) To agree a grant to East Anstey PCC.** It was agreed to give a grant of £450.00 to East Anstey PCC towards the upkeep of the Churchyard (Payment ref: 2324/08).

**c) To agree the renewal of the annual insurance.** It was agreed to renew the annual insurance with Zurich Town & Parish - £354.68 (Payment ref: 2324/10)

**d) To note any receipts since the last meeting and the bank balances**

Since the last meeting the first half of the precept for 2023-24 (£3,250) and a VAT repayment of £587.38 has been received.

Current account cleared balance: £6,719.61

Instant Access account balance: £3,086.56

**e) To receive the Internal Audit Report.** Carried forward.

**f) To agree the Annual Governance Statement for 2022-23.** Councillors agreed yes to all the statements on the Annual Governance Statement and it was signed by the Chair and the Clerk.

**g) To agree the Accounting Statement for 2022-23.** Councillors agreed the Accounting Statement for 2022-23 which had been signed by the RFO prior to being presented to the Council.

**h) To agree that the Parish Council wishes to certify itself as exempt from a**

**limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.** The Council agreed to certify itself as exempt from a limited assurance review.

**13/05/23. Play Area**

- a) Any issues arising from playground inspections.** There were no issues.
- b) To agree who will carry out inspections until the next meeting.** Cllr Mrs Warne agreed to do the inspections.
- c) Progress with applying for funding for new play equipment.** No update.

**14/05/23. Review of Standing Orders.** Following the decision to meet every bi-monthly instead of monthly the following was added to the Standing Orders at 15 c) Urgent matters

1. In the event of any matter arising which requires an urgent decision, the Clerk shall forthwith consult with the Chair and Vice-Chair before acting on behalf of the Council in respect of the particular matter then under consideration.
2. Before the Clerk exercises the delegated powers granted by paragraph 1 above, those Members consulted shall consider whether the matter is of sufficient import to justify recommending that an Extraordinary Meeting of the Council should be called in accordance with Standing Orders.
- 3 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be reported to the next available meeting of the Council.

**15/05/23. Correspondence.** The following correspondence was noted:  
NDC – Code of Conduct training Monday 5<sup>th</sup> June 6pm – 8pm online

**16/05/23. Date of the next meeting.** The next meeting will be held on Wednesday 12<sup>th</sup> July 2023.

Signed:  
Chair

Date: