



**St Giles on the Heath with Northcott Hamlet  
Parish Council**

**“Working with you, For you”**

**MINUTES OF THE PARISH COUNCIL ANNUAL MEETING HELD ON  
14<sup>th</sup> May 2024 at 7.30pm**

**Parish Councillors Present:** Cllr K Hamlyn (Chairman), Cllr G Thorne, Cllr R Nicholson, Cllr S Paulger, Cllr S Trusler, Cllr R Atkinson, Cllr A Nicholson, Cllr A Curtis, Cllr Scott, Cllr Bowyer, Cllr Dimmock

**In attendance:** Clerk Kayleigh Walker, members of the public: 4

**1. ELECTIONS**

**1.1 ELECTION OF CHAIRMAN** – Cllr Paulger proposed Cllr Atkinson, seconded by Cllr Bowyer. Cllr Trusler proposed Cllr Paulger, seconded by Cllr Thorne. A vote was held and resulted in favour of Cllr Atkinson. Cllr Atkinson accepted the role. Led by Cllr Atkinson all Cllrs and the Clerk thanked Cllr Hamlyn for his time as Chairman and gave a round of applause. Cllr Atkinson chaired the meeting from there on.

**1.2 ELECTION OF VICE CHAIRMAN** – Cllr Trusler proposed Cllr Curtis, seconded by Cllr Paulger. No other nominations were made. All Cllrs unanimously support the proposal.

**1.3 ELECT MEMBERS OF THE PLANNING SUBCOMMITTEE** – It was unanimously agreed the planning committee would continue to include all Cllrs.

**1.4 ELECT MEMBERS OF THE PLAYGROUND SUBCOMMITTEE** – It was unanimously agreed that the members would remain as Cllrs Williams, Paulger, Atkinson and Curtis. A notice would be put on Facebook asking for parents/guardians to get involved to try and save the playground from deteriorating.

**2. DECLARATION OF ACCEPTANCE TO OFFICE**

2.1 Cllr Atkinson and Cllr Curtis signed a form to accept their new roles within the parish council.

**3. RECEIVING APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST**

3.1 Cllr Williams, District Cllr S Gibson, County Cllr Morrish (attended the earlier Annual Parish Meeting).

3.2 The Chairman declared an interest in item 9.7.

**4. ANNUAL ADOPTION OF COUNCIL POLICIES**

4.1 Cllr R Nicholson proposed the policies be adopted en bloc, seconded by Cllr Paulger, agreed by all. All Cllrs signed to agree to the policies.

**5. END OF YEAR ACCOUNTS**

5.1 The Clerk reported that there was a nominal figure of historic unclaimed VAT. Cllrs agreed to write it off as the cost of rectification would likely exceed the claim. The accounts were approved, proposed by Cllr Paulger, seconded by Cllr Thorne, agreed by all.

5.2 The Clerk and Chairman signed the AGAR and Certificate of Exemption for audit forms.

**6. PUBLIC SESSION**

6.1 A member of the public suggested a leaflet drop to all houses to try and create some interest in the playground project. Cllrs agreed this might be worthwhile. A member of the public enquired about a youth club for the village. Cllr Atkinson highlighted that although this would be welcome there are many challenges that volunteers face such as being Ofsted registered.

**7. MINUTES**

7.1 Minutes of the meeting held April 9<sup>th</sup>, 2024, were previously circulated. The minutes were proposed by Cllr Paulger, seconded by Cllr A Nicholson and agreed as a true record of the meeting, the Vice Chairman signed a copy. Cllr Atkinson abstained as she was not present at the April meeting.

Chairman Sign and date .....



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**8. MATTERS ARISING**

8.1 The Clerk reported that the VAS near the primary school was now working.

8.2 Cllr Hamlyn reported that the footpath sign to Little Sitcott had been put up in the wrong direction – the Clerk will address this with Highways.

**9. REVIEWING CORRESPONDENCE AND CLERKS REPORT**

9.1 The Clerk was asked to change the correspondence name and address on the insurance documentation and check whether the policy offers new for old or like for like cover on the all risks section.

9.2 The Clerk had drawn up a revised asset register with space for valuations to be noted. Cllrs agreed to review the items listed and discuss it again at the next meeting.

9.3 Clawton PC had asked whether council would like to join to participate in the road warden scheme. The Clerk will put a notice on FaceBook to see if any volunteers come forward.

9.4 Cllrs acknowledged emails received in relation to the grass cutting and agreed it had been a difficult start to the season due to the wet weather. The Clerk will respond to let the interested contractor know he is welcome to apply when the tender is next due.

9.5 Winkleigh parish council had suggested a collaborative meeting for chairman. Cllr Atkinson confirmed she would be happy to take part.

9.6 Cllrs agreed that the Tommy figures should be erected in the village to celebrate the 80<sup>th</sup> D-Day anniversary. The Clerk will ask on FaceBook if anyone has been storing them at home. Cllr Atkinson will suggest the primary school do something to mark the occasion.

9.7 Cllr Hamlyn proposed a comment of support be sent to Devon County Council in relation to the age range change at the primary school. Cllr Trusler seconded the motion, Cllr Atkinson abstained but all other Cllrs voted in favour.

**10. PLANNING AND ENFORCEMENT**

**10.1 E-24-0064-UND Land at GR235341 086796 Liftondown – case close with no breaches found - acknowledged.**

**10.2 1/0318/2024/FUL – Erection of single storey rear and front extensions and additional onsite parking – Cllr Bowyer proposed supporting the application, Cllr Trusler seconded it and all Cllrs agreed.**

10.3 The Clerk reported that a further application had been received and required a response before the next meeting. Cllr Trusler advised that she had been notified of an application which the parish council clerk had not been. The Clerk will ask TDC if both applications can be discussed at and commented on following the next planned meeting on June 11, 2024. Cllrs agreed no site meetings were required.

**11. REVIEWING PROGRESS OF COMMUNITY ACTION PLAN**

11.1 Community speed watch – Cllr Atkinson reported that no sessions had taken place due to weather and lack of volunteers. A member of the public present expressed an interest in joining, the Clerk agreed to send on details.

11.2 Playground subcommittee – Cllrs Paulger and Dimmock agreed to take delivery of the new picnic benches. The Clerk will place the order. The old picnic bench will be moved to the playing field.

**12. ANY OTHER BUSINESS**

12.1 None.

Chairman Sign and date .....



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**13. FINANCES**

13.1 Annual review of the Clerks salary – motion moved to part 2 at the end of the meeting.

13.2 Authorisations of expenses: Coronation Hall May meeting £18.00 hall hire, J Sanders – grass cutting £480.00, G Pollard – end of year accounts £90.00 proposed by Cllr Paulger, seconded by Cllr Thorne, agreed by all.

13.3 Current account as of 17th April 2024 - £5154.54

13.4 Monthly budget sheet – circulated for Cllrs information only.

**14. NEXT PARISH COUNCIL MEETING**

14.1 Tuesday 11th June 2024 7.30pm.

**15. CLOSE**

15.1 Meeting closed approx. 8.25pm.

**Part 2 (Closed to the public)**

**13.1** The Clerk left the room so Cllrs could review the role and salary. Cllrs agreed to increase rate to £14.95ph. The clerk returned and thanked the Cllrs.

Items for the next meeting

- Review frequency of meetings
- Cllr Atkinson apologies

Meeting closed at approx. 8.40pm.