

**Minutes of the Broadwoodwidge Annual Parish Council meeting,
Thursday 20th May 2021, 7pm at Broadwoodwidge Community Hub**

Those in attendance: Cllr James (Chairman), Cllrs Perkin, Worden, Stratton, Hawken, Wonnacott, County Cllr Morrish, Clerk.

Members of the public present: 0

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5322. To Elect the Chairman for the year 2021/2022

The Clerk asked if there were nominations for Chairman. Cllr James was proposed by Cllr Perkin, Seconded by Cllr Worden. Carried nem.com. Cllr James was duly elected as Chairman for the coming year.

5323. The Chairman Will Read and Sign the Prescribed 'Declaration of Acceptance of Office'

The Chairman read and signed the declaration of acceptance of office.

5324. To Elect the Vice Chairman for the year 2021/2022

Cllr James proposed Cllr Worden this was seconded by Cllr Stratton. Carried nem.com. Cllr Worden was duly elected as vice Chairman for the coming year.

5325. Apologies for absence:

Cllrs Nobbs, Crocombe, PCSO Mark James

5326. Declaration of Interests

The Chairman declared that interests be raised as they arise.

5327. To Appoint Representatives to the Following Committees: i. Planning Committee ii. Footpaths Committee

Councillors agreed that the planning committee will continue to include all Parish Councillors and the Footpaths Committee will remain as Cllrs Nobbs and Hawken.

5328. Public Open Question Time

No Questions.

5329. Police Report

The latest report was circulated by email and is available by request from the Clerk.

5330. County Councillor Report

Cllr Morrish had addressed the proceeding Parish meeting and had no further report.

5331. District Councillor Report

No report at this meeting.

5332. Council Meeting Minutes

Minutes of the meetings held 6th April 2021 and 29th April 2021 were previously circulated, no adjustments needed, proposed by Cllr Perkin, seconded by Cllr Wonnacott, carried nem.com

5333. Matters Arising

The defibrillator has now been installed outside the Community Hub, the Clerk will look into signage to ensure Parishioners know where to find it.

The Chairman visited the site where vehicles have been obstructing road access to the West of the village green and is advised that efforts will be made to eliminate this.

Several mobile homes/chalets have been sited within the Parish and appear to have permanent residents which we have reported to Torridge in the past. To date we have received no proper response and are unaware as to what action is being taken. The Clerk will look back over the past 12 months to see how many times these have been reported and this will be followed by a letter to the Torridge Chairman, copying in the Chief Executive, Enforcement Officer and District Councillor.

Following comments being placed with Torridge planning by the Parish Council regarding an application, the chairman had received a phone call from the applicant who was unhappy with the comments. The chairman asked members of the Council if they wished to reconsider the comments. All Council members agreed that they stood by the original comments.

5334. To Ratify the Insurance for the year 2021/2022

The Clerk will ask for a revised quotation to include the Defibrillator purchased earlier this year.

5335. To approve Risk Assessments and the Asset Register for 2021/2022

The Clerk will add the Defibrillator to the Asset Register, the Risk Assessments were approved by all Council members.

5336. To agree & sign the Certificate of Exemption for the Financial year 2021/2022.

As we are not in receipt of an up-to-date bank statement the Certificate of Exemption will be carried over to the next Council meeting.

5337. Annual Adoption of NALC Standing Orders & Financial Regulations for the Year 2021/2022.

Council members agreed to the NALC Standing Orders and Financial Regulations.

5338. Councillors Code of Conduct – Councillors to sign to say they continue to abide by the Code of Conduct as set out in 2018.

Council members agreed to the Councillors Code of Conduct and signed to confirm their understanding of this.

5339. To nominate & agree the Data Protection Officer for 2021/2022.

Cllr James proposed the Clerk take the role of Data Protection Officer, seconded by Cllr Perkin.

5340. Accounts due for payment

Clerks Wages £264.16

Devon Association of Local Council's Membership £140.00

Clerks Essentials 1 Training Course £36.00

Clerk Wages (for additional hours worked due to Natwest Bank Issues) £100.00

Accounts proposed by Cllr James and seconded by Cllr Worden, carried nem.com

5341. Roadford Lodges Signage at Ivy House

Steve Brockman from Devon County Highways confirmed 'the AA did request to put up some signs in February 21, so permission was granted by DCC whilst they are building the lodges. The sign isn't ideal, but it's not stopping people from reading the finger arms, so they are still able to read the place names.' Council will not act further on this matter.

5342. Natwest Bank Update and Balance Confirmation

To date the issues with the up to date mandate and change of correspondence address have not been resolved. Last week we were advised a statement would be sent however it has not yet arrived despite contact from Cllr Nobbs, the Chairman and the Clerk. Pressure will be placed on Natwest to resolve this immediately by contacting the regional manager.

5343. To Receive Correspondence

Details regarding the Devon Climate Emergency Partnership are holding a citizens assembly in June and July to address the big challenges that Devon faces in tackling climate change. Further details are available from the Clerk.

5344. Parish Clerk's Report

None

5345. Any other Business

The tree on the village green planted by the WI is now dead, the Clerk will look into obtaining some trees from the Jubilee Tree Scheme that is being launched to commemorate the Queen's platinum jubilee next year.

County Cllr Morrish advised he is more than happy to help with Parish projects and will use his locality budget for grants between £500 and £1000. He encouraged Council to approach him when anything arises.

5346. Close

The meeting was closed at 8.03pm closed at 8.03pm