

## Swilland and Winesham grouped Parish Council

Clerk: Mr. Steven Barron

Tel: 07719 176917 Email: [swill-witpc@outlook.com](mailto:swill-witpc@outlook.com)

### Annual General Meeting

Weds 17<sup>th</sup> May 2023 at 7.30pm at Winesham Village Hall

#### MINUTES

1. To Elect a Chair –

In the absence of the Chair, the Vice-chair asked for nominations for Chair. Dr Nicol was proposed and seconded. There were no other nominations. Dr Nicol was elected unanimously.

Vice-Chair would now chair the meeting and welcomed all.

Present: Mrs Shaw, Mr Barlow, Mr Dungey, Mr Sharples, Mr Dungey, Dr Williams, Mr Hindle, Mrs Ellis, Mr Burrows and Mr Roots.

In attendance: ESC Cllr Colin Hedgley (CH) and SCC Cllr Elaine Bryce.

2. The Code of Conduct - No declarations of interest received.

3. Apologies received from Mr Collings, Dr Nicol and Mrs Offord.

4. To Elect a Vice-Chair –

Mr Barlow was proposed and seconded to stand as Vice-Chair. There were no other nominations. Mr Barlow was elected as Vice-chair, although he is likely to move out of the area at some point this year.

5. To approve Minutes from the meeting held on 15th March 2023 - Minutes were agreed as a true record and signed by the chair.

6. Previous meeting action point updates

- a) Playing Field Lease – Update: Mr Burrows / SCCllr Elaine Bryce – Mr Burrows reported that there had been a meeting at the School attended by SCC, Mr Burrows, Dr Nicol and Mr Hindle. Discussions included possible partial freehold of part of the land for the PC. **EB agreed to chase "heads of terms" with SCC.**

7. To appoint Committee Members –

The meeting went through the draft allocation proposal, seeking agreement from councillors and asking for volunteers for vacancies in Finance, PFMC and Tree Warden.

**Finance:** Dr Nicol (Ch), Dr Williams, Mrs Offord and **Mr Sharples (filled vacancy).**

**Planning:** Mr Hindle (Ch), Mr Barlow, Mr Collings, Mr Burrows, Mr Roots Mrs Shaw and Dr Nicol.

**Footpath Representative:** M. Hindle

**Tree Warden: Vacancy filled by Mr Collings (TBC)**

**Allotments:** Dr Williams

**Highways:** Dr Williams and Mr Dungey

**Village Hall Management Committee Representative:** Mrs Shaw

**Play Area Inspection (School):** Mrs Shaw


19/7/23



**Play Area Inspection (Rec):** Mr Barlow  
**Playing Field Management Committee:** Vacancy filled by Mr Burrows  
**Community Speed Watch Co-ordinator/Safer Village Driving (SAVID):** Mr Dungey  
**ASB / SNT liaison:** These meetings have ceased currently.

**The above representative list was agreed to be adopted by council.**

8. Annual Policy Reviews
  - a. Review the Council's Standing Orders:  
**Council agreed to no changes required.** It was asked if it was possible to have a standard agenda item near the front end of the agenda allowing the public to raise matters with the PC and would this require changes to Standing Orders.  
**Clerk reported that a change/replacement of Standing Orders would be required and this would need to be an agenda item for future PC meeting.** During discussion the view was expressed that the use of the term 'Chairperson' or 'Chair' where possible should be used, as opposed to 'Chairman'.
  - b. Review Financial Regulations:  
**Council agreed to no changes required.**
9. To agree meeting dates 2023-24 – **Third Weds of January, March, July, September and November were agreed. APM 3<sup>rd</sup> Weds of April.**
10. Questions or comments on Reports from SCCllr Elaine Bryce (EB) & ESC CClr Colin Hedgley (CH).  
CH (Conservative) reported that post local elections, the budget set by the previous council still stood, hence the ECB grant funding was in place as were the Community Partnership grants. The Carlford and Fynn Valley ward now also has Dan Clery (Green Party) as the second District Councillor and attendance at Parish Council meetings had yet to be agreed between CH and Dan Clery. More would be known the following week. There were no questions on the report which is available on the PC website.  
EB reported that she was delighted that the long awaited Gibraltar Crossroads 40mph speed limit was due for completion in August of 2023. The subject of SCC not cutting back the pavements in the villages was raised again which has been a common concern amongst residents. There were no questions on the report which is available on the PC website.
11. The current financial situation – Clerk had circulated a report prior to the meeting. There were no questions on the report which Council agreed they were happy with.
  - a. To consider and approve the Annual Governance Statement 2022-23  
**After due consideration, Council agreed to approve the Annual Governance Statement 2022-23.**
  - b. To consider and approve the Annual Accounts Statement 2022-23 –  
**After due consideration, Council agreed to approve the Annual Accounts Statement 2022-23.**
  - c. To approve a declaration of exemption Annual Return 2022-23.  
**After due consideration, Council agreed to approve a declaration of exemption for the Annual Return 2022-23.**

19/7/23 



12.To approve the following payments (including VAT if applicable):

a) Bank Charge Q 4	£18.00
b) Administration March	£327.70
c) Administration April	£327.70
d) HMRC PAYE Q 4	£240.40
e) Rec Ground holes and worn areas infill	£275.00
f) Hall Hire January and March	£50.00
g) SALC Annual Subs	£425.87
h) Internal Audit 2022-23	£170.00
i) APM wine and cups	£18.75
j) APM snacks	£28.80
k) Clerk Mileage Q4	£66.96
l) Coronation medals	£249.59
m) Administration May	£320.50
n) Play Area repairs	£2521.20
o) SID Brackets	£196.20
p) Printer paper	£5.50

13.Planning Application for consideration: DC23/0457/FUL **Poplar Farm Poplar Farm Lane Swilland** Proposed removal of dilapidated shed and replaced with extension to family home.

Mr Hindle gave an overview of the application. **After discussion Council agreed a response of "No Objection" to the application.**

14. To consider a request from a resident for "Wild Animal" signs at two locations on the B1077.

The written request email had been shared prior to the meeting. Discussion raised concerns about how this might be funded if it were feasible. **Council agreed that the PC should investigate with SCC Highways about the possibility of two signs to see if the SCC criteria have been met and if so, what the costs and funding arrangements might be. Dr Williams agreed to take this up and report back.**

15.Councillor issues to be brought to the attention of the Parish Council.

Mr Dungey reported that SID brackets had been delivered and he would liaise with SAVID about when the shared SID might be available for the Villages on the rota system.

Mrs Ellis expressed an interest in the SCC Domestic Abuse Strategy mentioned earlier in the meeting by EB. Clerk would contact EB to find out more.

Dr Williams expressed concerns about the ongoing delays in completion of the water supply at the allotments. This was in hand with the Clerk and a leak repair was still outstanding. Clerk would check the PC insurance for water supply leaks and high metering. Dr Williams reported that he was still waiting for SCC to put the posts in for the QLS signage. The coronation events had been a great success in the villages and the medals presentation at the school had been a nice occasion.

Mr Barlow reminded the meeting about the need for public consultation on any plans for the Playing Field. **An agenda item for a future meeting to consider measures for involving the public in taking forward the potential future of the site was asked for.** Mr Barlow raised concerns about recent flash flooding behind the Barley Mow which was in the location of the proposed drainage for the Mow Hill development. Mr Barlow would take these concerns forward to the developer.

Meeting closed at 8:58 pm

19/7/23

