**Tetcott and Luffincott Parish Council Meeting**

**10th May 2022**

**8:20pm, The Arscott Hall, Tetcott**

**Chair: Cllr. Tina BARRIBALL (TB)**

**Present: Cllr. Sylvia DART (SD), Cllr. Mike GREENAWAY (MG),**

**Cllr. Jonathan PEARCE (JP) Cllr. Terry ROOKE (TR),**

**Cllr. Jacob WOODHOUSE (JW)**

**Lynn PETT (LP)**

**Clerk: Kay NAPIER (KN)**

**Apologies: Cllr. Merv CHUBB (MC), Cllr. Nick WONNACOTT (NW)**

1. **Declarations of Interest**

None.

1. **Questions from Public**

None.

1. **Minutes of last meeting – 1st February 2022.**

Cllr. Barriball asked whether there were any comments or amendments, all in agreement, proposed by MG, seconded by TR. Unanimous agreement. Minutes signed as correct by TB.

1. **Vacancies on Council**

KN reported the vacancy left by Tom Merritt to Torridge District Council (TDC). On 15th March 2022, Barry Stearman handed in his resignation and this was also reported to TDC. Both roles were advertised and both deadlines for filling this have passed so these vacancies to be filled by Co-Option.

Thank you to both Tom Merritt and Barry Stearman for their work on the Parish Council over the years.

Lynn Pett has expressed a wish to take a seat on the council and this will be formalised in due course.

JB has also suggested a name, so will contact them to ask whether they may be interested.

1. **Planning Applications**

None received.

1. **Rural Policing update**

Nothing received by the Clerk. JB stated that he personally knew this was out of date. KN to chase up Rural Policing update.

1. **Finance Report**

Report attached.

Current Account Balance: £5,447.82

Reserve Account Balance: £881.13

* The first precept payment has now been received.
* Between the meetings, two invoices were received: the DALC membership and BHIB insurance. In order to ensure these were paid with good time, KN circulated these via email. JB, JP, SD, MG, TR, TB all replied indicating their favour to pay these in advance of the meeting.
* The play equipment was installed and an invoice received for the remaining balance received 27th April. KN sent an email requesting members of the parish council check they are happy with the work before payment.

On 29th April, KN received a call from MG. MG stated there had been a Parish Hall meeting the night previously with several councillors in attendance, including TR, TB, JB, JW and MG himself. They expressed satisfaction with the play equipment. MG instructed KN to pay the remaining balance. KN emailed the councillors notifying them of this and the payment was set up on 30th April for 3rd May – the earliest payment date following the Bank Holiday of 2nd May.

* KN will set up the payment of her wages – this will be £700 for 7 months of work. The second of the annual payments will be £500 following the precept payment in September/October 2022.

1. **Banking – approval of clerk as signatory**

Clerk Kayzena Napier to be appointed as signatory on all Bank Accounts associated with Tetcott and Luffincott Parish Council, replacing previous clerk Julie Smith. KN also to be recipient of Bank Statements and to be the Council’s Responsible Financial Officer in line with the Standing Orders agreed annually at AGM.

Proposal to approve this proposed by JP, seconded by JB, all members present in agreement.

**KN to contact NatWest and arrange**

1. **Play Equipment**

Councillors happy with the equipment. The swings were initially a little too high but this has since been rectified.

Fencing is still in progress, invoices to be sent to Clerk for materials when available.

Existing signage is temporary. TR suggested Pid Signz as a company to provide signage

**KN to contact signage providers for quotes**

A commemorative plaque is also required for unveiling at the Jubilee event, stating that the Tetcott Community Fund and Parish Hall Committee provided funds for the equipment. This would ideally be sited on the wall of the Arscott Hall. Exact wording not decided yet.

**KN to look for quotes for plaque.**

**KN to request permission from the Parish Hall Committee**

1. **Platinum Jubilee**

MG reported the event coming on well, sub group working well.

Approx. 136 have accepted the invitation to the main event on the 4th, 75 have accepted the invitation to the Beacon

Intended timings for the event:

4pm Pony rides at the village hall

5pm Grand Opening of play equipment

6pm Church Service

7pm Barbeque and Dessert Competition

7:15pm Bonfire

When dark Fireworks

**AOB**

1. **Parish Hall handover**

MG reported at the last Parish Hall AGM that many quitting their committee had financial responsibility and there was a concern that changing signatories may take a while. The Hall has insurance payments and wages forthcoming and MG wondered whether the Parish Council would be able to cover these should there not be provision in place by deadlines.

There was lively discussion where Parish Council members were generally supportive of such an asset to the community, especially given that they had recently given us a grant of £3,000 for the play equipment.

Committee generally in favour of providing a loan if necessary, and provided a written request were received.

It was suggested that it may not be legal or appropriate for the Parish Council to directly pay for e.g. the Insurance of the Parish Hall.

Generally agreed in principle but would need assurance and further decision once full information present.

**JB to liaise with insurer**

1. **Parish Event Board**

MG stated that some members of the community were not on Facebook and therefore unaware of the Jubilee events.

JW suggested it may be a good idea to have an event blackboard similar to Clawton. General approval of the idea to have a board in the centre of Tetcott.

**KN to look into prices of boards 6’x3’**

1. **Date of Next Meeting**

AGM and General Meeting

Tuesday 2nd August 2022, 7:30pm at the Arscott Hall, Tetcott.

**Meeting closed 20:47**

Chairman: ……………………………………………………………. Date: …………………………………

Minutes prepared by Kay Napier 11/05/2022