

# Sydenham Damerel Parish Council

## Extraordinary Minute No 115

Wednesday 3<sup>rd</sup> May 2023 held at St. Mary's Church, Sydenham Damerel

These Minutes are provisional until they are signed by the Chair at the next Parish Council Meeting

Meeting opened at 7.02pm

Present: Cllrs N. Pratten, R. Windemer and S Miller

1. Election of Chair for the meeting: Cllr Pratten was elected as the new Chair, proposed by Cllr Windemer, seconded by Cllr Miller. The Chair welcomed everyone to the meeting.
2. Apologies for absence: None
3. Members of the Public Forum: one member of the public was present.  
Cllr Pratten informed everyone that she would be taking the minutes of the meeting in a voluntary capacity and would not be paid for this service. She reminded everyone of the correct protocol for the public forum.
  - There were no questions from the member of the public.
4. Declarations of Interest: None:
5. Locum Clerk- terms of business review. A letter and email had been received from the Locum Clerk who will continue with any correspondence whilst the Parish Council has no councillors and will be a point of reference for WDBC. It was unanimously agreed to accept the terms of business, proposed by Cllr Miller, seconded by Cllr Windemer.
6. Finance:
  - 6.1 Authorisation to pay outstanding invoices due:  
DALC affiliation fee £86.02  
Mr P van Delft, Locum Clerk duties period 4<sup>th</sup> April- 3<sup>rd</sup> May 2023 £206.25  
Mr P van Delft, Locum Clerk duties period 3<sup>rd</sup> May- 26<sup>th</sup> May £160.00  
Coronation Committee - remaining grant for the Parish celebrations £27.26  
Western Web annual website subscription ££96.00  
Community First Trading annual insurance premium £129.23  
Cllr Pratten proposed that we authorise these payments, seconded by Cllr Windemer  
Cllr Pratten, refund for postage and paper £10.20, proposed by Cllr Miller, seconded by Cllr Windemer

**ACTION:** Cllr Windemer to contact the Locum Clerk re invoices.

- 6.2 VAT returns- submission of VAT reclaim. This had been completed by the Locum Clerk and posted on the 21/04/2023. The amount of VAT refund was £110.57. The PC accepted the VAT reclaim. Proposed by Cllr Windemer, seconded by Cllr Miller, passed unanimously. The Chair expressed her thanks to the Locum Clerk.
- 6.3 AGAR 2022-23 (Annual Governance and Accountability Return)
  - 6.3.1 Certificate of Exemption, 6.3.2 the Annual Governance Statement and 6.3.3 the Accounting Statements were shared and approved and signed by the Chair. Proposed by Cllr Pratten and seconded by Cllr Miller. **ACTION** Cllr Pratten to return the signed documents to the Locum Clerk.
  - 6.3.4 Confirmation of the dates of the period for the exercise of public rights. These were confirmed. **ACTION** Cllr Pratten to place on the noticeboards.
- 7 Minutes of the previous meeting 113 were agreed as a true and accurate record. Proposed by Cllr Miller and seconded by Cllr Windemer. The Chair signed and dated these minutes. **ACTION** Chair to return to the Locum Clerk.
- 8 Councillor Reports: Cllr Pratten reported that she had chaired the recent Annual Parish Meeting and thanked Cllr Miller for taking the minutes. The draft, which can only be amended and approved at the next Annual Parish Meeting, has been sent to the Locum Clerk and will be placed on the noticeboard along with the

approved minutes from 2021 and 2022. At this year's Annual Parish Meeting, the Chair informed those present that the current Councillors would not be standing again. WDBC will be organising an election for new councillors. Cllr Pratten had also tried persuading Devon Highways to attend to the collapsed culvert just up from Derriton Cross but to no avail.

Cllr Miller informed the meeting that all salt bags had been collected and they are now being stored. He did mention that considering there had been no further icy roads, some of the salt bags had "disappeared". The Chair thanked Cllr Miller for all his hard work as the Snow Warden for the Parish.

7.19pm Cllr Jory arrived.

- 9 Cllr Jory (WDBC) Report- Cllr Jory informed the Councillors that WDBC had been very busy in preparation for the Local Elections. There had been fewer elections for parish councillors in West Devon. Cllr Jory will continue to be the District Councillor. He added that the progress and procedure of the Governance Review for Sydenham Damerel Parish would be tricky especially as there was still a Parish Council but no councillors after the 4<sup>th</sup> May. There will be more consultations in relation to the Governance Review but Cllr Jory said that the decision from the Review would not be brought into play for four years when the next Local Elections are held. The Parish Council affairs still need to be managed and WDBC will be organising another election. There will have to be a second election if no one comes forward. Cllr Miller said that he had been doing some research into the Parish Meetings only set-up and he was really concerned that there was no "going back" if things didn't work out. Cllr Jory acknowledge this concern. The Chair thanked Cllr Jory for his input at the Annual Parish Meeting.

10 Permanent Clerk- response form advertisement. Three applicants had applied for the post. The Chair had contacted DALC for advice which she had sent to Cllr Jory and the Locum Clerk. The Chair had also emailed the applicants explaining the situation and two had responded to say they were still interested. The Parish Council unanimously agreed that the time scale meant that there was no time to go through the recruitment process.

**ACTION** The Chair will email the Returning Officer to explain the situation regarding the Parish Council. She will also contact the applicants and explain the outcome of the meeting.

11 Correspondence- Timetable for new Parish Council Elections. This was read out by the Chair. Any costs will have to be borne by the Parish Council as any election will be outside of the normal local elections timetable.

The Chair thanked everyone for attending the meeting and for all their hard work, often behind the scenes, since they had become Councillors. The Chair thanked Cllr Jory for all his support and advice. Cllr Jory then expressed his thanks to Cllrs Pratten, Windemer and Miller.