

# Sheepwash Parish Council

## Parish Council Meeting

held in the Village Hall

Wednesday 15th May 2024 at 7.30pm

### Minutes

**Present:** Cllr Ansell (Chairperson) Cllr Ritson, Cllr Moys, Cllr Fairall, Cllr Crossley, Cllr Hutchings, District Cllr Wheatley, Selina Woollacott (Clerk), 13 members of the public.

1) **Apologies for Absence:** No Apologies.

2) **Election of Chairperson.**

**a) Invite nominations and elect a chairperson for the year.**

Cllr Crossley proposed Cllr Ansell; this proposal was seconded by Cllr Moys. No other proposals were made and no one put themselves forward. Cllr Ansell accepted the position.

**b) Receive the Declaration of Acceptance of Office by the Chairperson.**

Form signed by Cllr Ansell at the meeting in the presence of the Clerk.

3) **Appointment/Confirmation of signatories for cheque payments/enablement of bank transfers.**

**Currently Cllr Ansell, Cllr Crossley, Cllr Hutchings, Cllr Ritson**

Cllr Ritson asked to be removed as he has problems with logging in to the on-line banking. All Councillors agreed and Cllr Ansell, Cllr Crossley and Cllr Hutchings are happy to continue. All Councillors are in agreement.

4) **Co-opt Parish Councillor.**

The Parish Council has received interest from three residents. Informal interviews will be held on the 19<sup>th</sup> June. Cllr Ansell asked that as many as possible of the current Parish Councillors be at the interviews. The three candidates will be sent the questions they will be asked prior to the interview.

5) **Appointment of Representatives to Attend Meetings of Outside Bodies**

**Village Hall Currently Cllr Fairall.** Cllr Fairall is happy to continue and no one else put themselves forward. All Councillors agreed.

**Footpath warden, Currently Cllr Ritson.**

**Tree warden, Currently Cllr Ritson.**

Cllr Ritson is happy to continue as Footpath and Tree Warden. He is also Snow Warden. No one else put themselves forward. All Councillors agreed.

6) **Appointment of Committees**

**HR Committee, Currently Full Council.** All Councillors agreed to continue.

**Finance Committee, Currently Full Council.** All Councillors agreed to continue.

**Planning Committee. To report to full Council, currently Cllr Ansell, Cllr Fairall and Cllr Crossley.**

Cllr Hutchings as long as all items are fed back to all the Councillors. The three Councillors are happy to continue. All Councillors agreed.

7) **Declarations of Interest:**

**In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Torridge District Council within 28 days of the change.** None.

- 8) **Public Discussion, to allow any questions, reports by members of the public on any matters relating to the agenda of this meeting, or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 15 minutes.**

**A reminder that members of the public can speak when invited to when council is in committee.**

No members of the public wished to speak at this time.

- 9) **Minutes – the Minutes of the meeting held on 13th March 2024, have been circulated by email to be approved for accuracy and signed by the Chair.** All Councillors agreed the minutes are an accurate record of the meeting. Cllr Ansell signed the minutes.

- 10) **County & District Councillors’ reports.** No County Councillor’s Report, District Councillors report given at Parish Meeting.

- 11) **Clerk Report. Sheepwash Sign, Finger Sign, Loading Bay, Ruby Country Medical Group Meeting.**  
**Sheepwash Sign:** I have checked and the sign does have backing channels, the Highways Officer will let me know when the contractor is coming to install the 30mph sign in West Road and will do the Sheepwash sign as well. MOP asked where the new 30mph signs will be in West Road, Clerk will try and upload a photo of where on the website. It will be beyond the Community Hall Site.

**Finger Sign:** Highways will not permit a Village Hall and Shop sign to be put on the Finger post sign in the Square. They are going to this year replace the part of the sign which points up North Street which says Petrockstowe, Peters Marland, Torrington.

**Loading Bay:** I asked Highways on behalf of the Village Hall about installing a loading bay it is very likely a request for a loading bay would not be granted due to width of the road, location and not a great enough need for a bay.

**Ruby Country Medical Group Meeting.** Clerk gave a report on the meeting held on the 22<sup>nd</sup> April at Holsworthy Medical Centre. Please see the report attached.

- 12) **Chair’s Report. Community Hall and Section 106.** No Report, full report given at the Parish Meeting.

- 13) **Play Equipment maintenance.**

Cllr Ritson reported that the park is being well used by the young people of the village. The grass has worn in places, and he has put a grass seed and fertilizer mix on the area. Cllr Ritson asked Clerk for the contact details of the company who installed the play equipment as he would like to check with them on what maintenances is needed and the best way, he is working thought the suggestions from the Play Equipment inspection report. Clerk gave Cllr Ritson the contact details.

- 14) **PLANNING:**

- 14a) **Planning Applications.**

Since the agenda a planning application on 14<sup>th</sup> May 2024 1/0370/2024/FUL Construction of Agricultural building, land at grid reference 247858 107490 Sheepwash. Councillors have not had time to look at the planning. It was agreed Councillors will have a look and if a meeting is needed a meeting will be hold if not comments to be sent to the Clerk. The final date for comments is 6<sup>th</sup> June 2024

- 14b) **Planning Decisions.**

**1/0096/2024/LBC Retrospective application to replace windows, window sashes and door Upcott Avenel, Sheepwash, Beaworthy. Application granted permission.** Read out at the meeting.

- 15) **FINANCE:**

- 15a) **as at 5<sup>th</sup> May 2024:**

**Main Account £7,066.94      Saving Account £18,240.63**

**Expenditure:**

Date	£	Detail	Transfer
22.03.2024	384.80	Clerk Salary Jan, Feb, Mar	Bacs

31.03.2024	18.00	Service Charge	Bacs
19.04.2024	7.00	HMRC	Bacs
19.04.2024	185.26	Visionict Ltd Annual fee.	Bacs
19.04.2024	115.07	DALC membership	Bacs
<b>Total</b>	<b>710.13</b>		

**Income:**

Date	£	Detail
29.04.2024	4,056.50	1 <sup>st</sup> Parish Precept
<b>Total</b>	<b>4,056.50</b>	

The above was read out.

**15b) Insurance.**

The Clerk is finalising the insurance which is due 1<sup>st</sup> June likely to be a similar cost to last year. Once finalised the Bacs payment will be set up for the Councillors to authorise.

**15c) Check and complete the Annual Governance and Accountability Return form. (AGAR Form)**

The Parish Council had a total income for 2023/2024 of £9,923.79 this was made up of the Parish Precept £7,558.00 Grants £730, VAT reclaim £1005.43 and interest £470.36

The total expenditure was £7,283.75 the highest areas of expenditure were Community Hall site, Clerk Salary, Insurance and work to the Gazebo

The Amount of VAT which will be reclaimed in 2024 is £578.41

The Parish Council started the financial year with a total of £18,918.36 and finished the year with £21,558.40

The Parish Council did not increase the Parish Precept for the financial year 2024/2025 as there is a small increase due to more properties in the parish.

These figures are the figures in the AGAR form. Clerk went through each page of the form and the Clerk and Cllr Ansell signed the Certificate of Exemption, Annual Governance Statement and Accounting Statement. The AGAR will be sent off to the external auditor before 30th June 2024.

**15d) Budget update.**

Clerk: I have no need to amend the 2024/2025 budget at this time as no overspend in 2023/2024.

**Items for Information. Items emailed out to Councillors.**

**20s Plenty Stickers.** Stickers are being ordered maximum spend £100. For the Parishioners of the Parish to display.

**Road closure 4<sup>th</sup> June – 6<sup>th</sup> June 2024 Road from Black Torrington bridge to West Road. Locate and clear blockage in pipes and duct.**

**Items to be included in the agenda for the next meeting.**

**The next meeting will be held in July 2024 unless a meeting is needed before. Dates available, Wednesday, 3<sup>rd</sup>, 10<sup>th</sup> 24<sup>th</sup>** The next Parish Council meeting will be 3<sup>rd</sup> July 2024.

Half Moon landlord thanked everyone for supporting the new village shop, a lot of hard work went into getting it set up. There need to be signs as some people are finding it hard to find. Highways have removed the Half Moon sign at Highampton. The Parish Clerk may be able to help get the sign reinstated. The Half Moon is thinking about running a Harvest home festival separate to the Church festival on 22<sup>nd</sup> September. The plan is a sit-down buffet meal in the afternoon. A show case for local products and beers. Part of the profit to go towards a village project.

The bus shelter in the Square is owned by the Parish Council and the Council think the black lamp posts are. Clerk to check and check rules for signs in a conservation area.

Meeting Closed 8.13pm

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