

# Halwill Parish Council

## Agenda

### December 2023

**To members of Halwill Parish Council** You are hereby summoned to attend a Meeting of **Halwill Parish Council** which will be held on **14 December 2023 at 7.30 p.m. at the Parish Hall** for the purpose of transacting the following business:

#### **2023/Dec/1 Apologies**

To receive and accept apologies for absence. Apologies should be made known to the Clerk

#### **2023/Dec/2 Declarations of interest and Requests for Dispensations:**

To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda - To consider any dispensation requests. Requests should be made to the Clerk prior to the meeting

#### **2023/Dec/3 Public question time**

Deferment of business for Public Question Time. Time allowed at the discretion of the chairman. The public are invited to give their views and ask questions about items on this agenda. They may also raise issues for future consideration which may be made agenda items for a future meeting. Answers may be given in writing.

#### **2023/Dec/4 Order of Business**

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

#### **2023/Dec/5 Clerk's & Councillors' announcements**

To receive any announcements which the Chair a parish or visiting Councillor or the Clerk may wish to make (for information only)

#### **2023/Dec/6 Parish Council Minutes**

To confirm Minutes for the November 2023 Parish Council Meeting

#### **2023/Dec/7 Finances**

1. To approve the bills for payment for December. See Appendix 1
2. Budget preparation

**2023/Dec/8 To consider responses to planning applications**

Any planning applications that the Parish Council is asked to comment on after this agenda has been published will be discussed here though a formal decision cannot be made at this meeting.

**2023/Dec/9 Playing field maintenance**

To consider funding for maintenance and improvements to the playing field including new grounds maintenance equipment and a storage shed

**2023/Dec/10 Action List and progress reports**

To receive updates on current projects. See Appendix 2

**2023/Dec/11 Correspondence**

Correspondence received and to be written

**2023/Dec/12 Coöption to Halwill Parish Council**

To coöpt a new member to fill a vacancy outstanding since the last elections

**2023/Dec/13 Date of next meeting**

To confirm January 11<sup>th</sup> 2024 as the date of the next meeting

**2023/Dec/14 Close**

*Please note that:*

- 1. Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public may, at the Chair's discretion be given the opportunity to address councillors in attendance as part of the agenda.*
- 2. Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.*
- 3. Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Halwill Parish Council is unable to make any decision on matters not listed within the agenda.*

## APPENDIX 2

### Actions from the Meeting

#### Actions from the Meeting held on 16 November

*Table 1: Actions from the last meeting*

<b>Minute No.</b>	<b>Item/Description</b>	<b>Assigned to</b>	<b>Target Date</b>	<b>Status / notes</b>
2023/Nov/7	Budget preparation	JL, all councillors and Clerk	December meeting	In hand
2023/Nov/7	Sir Geoffrey Cox KC MP roads petition	Unassigned	February	Petitions put in Post Office. Collected by Clerk

#### Actions from earlier Meetings

*Table 2: Actions outstanding from previous meetings*

<b>Minute No.</b>	<b>Item/Description</b>	<b>Assigned to</b>	<b>Target Date</b>	<b>Status</b>
2023/Nov/6	Boundary fence behind the Old Garage	Clerk	Next meeting	Commissioned
2023/Nov/6	Boundary fence behind changing rooms / broken gate post	Clerk	Next meeting	Commissioned
2023/Nov/6	Ash dieback	JW and Clerk	Spring 2024	Commissioned
2023/Nov/6	Policy documents	JL and Clerk	May 2024	In hand
2023/Nov/6	Measures identified in the Hall disability audit	Unassigned	Not set	Clerk will order
2023/Nov/6	Gazebo	Clerk and HAFC	December meeting	Waiting for the weather

# Minutes of Halwill parish council's December meeting

Held on 14 December 2023 at 7.30pm In the Parish Hall

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The meeting started at 7:30pm

## Present:

Cllrs J Wilson (Chair) J Lawlor (JL) R Livermore(RL) and B Mason-Walshaw (B M-W) and R Grocock(RG)

## In Attendance:

County Councillor J Morrish, Ward Councillors S Gibson (SG) and P Hackett (PH), 2 members of the public (MoP) and the clerk

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## 2023/Dec/1 To receive apologies for absence

Apologies were received from Ward Councillor and Councillor R Cristofoli

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## 2023/Dec/2 Declarations of Interest

None

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## 2023/Dec/3 Public question time

A MoP asked if the parish council ('the council') would be willing to support their application to have a tie removed from a property in which they have an interest. The council had no objection to writing a letter of support.

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## 2023/Dec/4 Order of business

No change

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## 2023/Dec/5 Clerk's and Councillors' announcements

### Ward Councillors

As it was his first attendance at a meeting of the council Councillor Gibson introduced himself to the room. He is one of our representative from Torridge District Council ('TDC'). He informed the council that he has been heavily involved with TDC's developing strategic plan. There is an additional £400m coming to Devon as part of the Levelling-Up funding. Councillor Hackett hoped that Devon County Council ('County') would give serious consideration to keeping the Link Centre in Holsworthy open. He thought this would have a net benefit by keeping people out of trouble. He thinks that the 'man in the woods' who has been causing concern to Halwill residents may be moving away in February 2024. PH is aware that there is a discrepancy between what people are saying they are reporting to police and what the police are reporting. He urged residents to make sure they get a crime number.

### County Councillor

Councillor Morrish reported that he has had 7 phone calls and emails from Halwill Parishioners in the last 6 weeks mainly regarding the changes to the bus service. JM informed the council that Councillor Heart, leader at County, had held a number of virtual meetings with parish representatives which are available to view on YouTube. County is struggling like many county councils as their budget is being stretched by social care and Special Educational Needs.

JL asked Councillor Morrish to explain what was meant by "devolution" in the context of Devon.

The government has offered greater control over expenditure in limited areas for multi region councils. Devon County and Exeter are applying for devolved status. It is not yet fully clear what this will mean (at least not to me).

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## 2023/Dec/6 Parish council minutes

To confirm minutes for the November 2023 Parish Council Meeting.  
The minutes were signed as a correct record by Cllr J Wilson

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## 2023/Dec/7 Finances

### 1 Bills for payment

It was resolved to pay the following bills

*Table 1: Table of bills to pay and cheques to be raised at the December meeting*

Date	Company	Amount inc VAT	For what
14/12/23	D C Osborne	£402.00	Salary

14/12/23	D C Osborne	£10.00	Expenses, telephone
14/12/23	Halwill cleaning services	£45.00	Bus shelter washdown

Current Account Total For month inc VAT: £457.00

Current Account Total for month ex VAT £457.00

VAT for month: £0.00

Clerks total: £412.00

## **2023/Dec/8 To consider responses to planning applications**

None but see public question time

## **2023/Dec/9 Playing field maintenance**

The Halwill Athletic Football Club ('the football club') was asked to produce a worse case breakdown of annual costs that they may require from the council should they fail to secure any further match funding. The football club agreed to do this.

## **2023/Dec/10 Action list and progress reports**

The action list was read through. The action list is appended to these minutes.

## **2023/Dec/11 Correspondence**

## **2023/Dec/12 Coöption to Halwill Parish Council**

No one present wished to be coöpted

## **2023/Dec/13 Date of next meeting**

The next ordinary meeting will be on January 11 2024 at 19:30 in the Parish Hall with a reserve date of January 18 2024 should it be needed for precept setting

The meeting ended at 21:00

## APPENDIX 2

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#### Actions from earlier Meetings

*Table 2: Actions outstanding from previous meetings*

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# Correspondence Received

Number	Item	Action	Date
2023/100	TDC Council Tax Base email	5,6	09/11/23
2023/101	DCC Beware of rogue traders	3,6	10/11/23
2023/102	TDC Draft strategic plan consultation extension	6	10/11/23
2023/103	A Mores tree surgeon contact details	5,6	11/11/23
2023/104	NHS SW Ambulance Trust note to defib. guardians	5,6	12/11/23
2023/105	TDC Weekly list of planning applications	5,6	13/11/23
2023/106	Chair of School Governors cc's email Cllr Morrish	5,6	13/11/23
2023/107	Goesphere Details Teams Meeting re parish websites	3,5,6	13/11/23
2023/108	Chair of School Governors cc's email Cllr Morrish	5,6	13/11/23
2023/109	Devon Highways re flooding under old railway bridge Chilla	1,2,6	14/11/23
2023/110	Ward Councillor Hackett apologies for next meeting	1,2,6	14/11/23
2023/111	DALC e-bulletin #50	6	15/11/23
2023/112	Scribe accounts budgeting webinar invite	5,6	15/11/23
2023/113	Devon Home Choice housing list	5,6	15/11/23
2023/114	Reply from DALC re grants for hall roof	4,5,6	15/11/23
2023/115	DALC follow up to 2023/114	5,6	16/11/23
2023/116	Devon Highways re flooding under old railway bridge Halwill	5,6	16/11/23
2023/117	Cllr J Morrish apologies for absence next meeting	4,6	16/11/23
2023/118	HAFC regarding s106 grants	1,4,5	16/11/23
2023/119	Cllr Hackett Notice of call In - 1/1108/2023/OUT	2,6	16/11/23
2023/120	TDC acknowledgment of 2023/119	6	17/11/23
2023/121	DALC e-bulletin #51	5,6	17/11/23
2023/122	Ruby Country Medical Group consultation	2,4,6	17/11/23
2023/123	DCC Newsletter	5,6	17/11/23
2023/124	Exe Valley Pizza Co gift vouchers for use of car park	1,3	17/11/23
2023/125	TDC Weekly list of planning applications	5,6	17/11/23
2023/126	Devon Highways follow up to 2023/116	1,5,6	21/11/23
2023/127	Devon Highways reply to possible dangerous tree	5,6	21/11/23
2023/128	Cllr Hackett email regarding calling in of 1/1108/2023/OUT	1,6	21/11/23
2023/129	HAFC regarding storage container on HPC land	1,4,6	21/11/23
2023/130	DALC e-bulletin #52	5,6	22/11/23
2023/131	Devon Highways follow up to 2023/127	6	22/11/23
2023/132	GDL garden services re bill (2 emails)	1,5,6	22/11/23

2023/133	Halwill Parish Hall regarding charging of VAT	5,6	23/11/23
2023/134	TDC Local plan landscape character assessment	5,6	23/11/23
2023/135	TDC planning support Decision for 1/1108/2023/OUT	2,6	23/11/23
2023/136	TDC Local plan landscape character assessment - 2	5,6	23/11/23
2023/137	HCS Invoice bus shelter washdown	4,5	24/11/23
2023/138	Devonshire Homes reply to email re vehicles in car park	3,5	24/11/23
2023/139	TDC Weekly list of planning applications	5,6	27/11/23
2023/140	Devon Home Choice housing list	5,6	28/11/23
2023/141	Peninsula Transport rail strategy	2,6	30/11/23
2023/142	HAFC re storage container	3,5	30/11/23
2023/143	TDC Local plan update on 5 year housing supply	5,6	02/12/23
2023/144	GDL garden services decline to quote for work	5,6	02/12/23
2023/145	HAFC re storage container	3,5	02/12/23
2023/146	TDC Weekly list of planning applications	5,6	02/12/23
2023/147	NHS SW Ambulance Trust note to defib. guardians	5,6	04/12/23
2023/148	TDC Planning support re shipping container	1,3,5	04/12/23
2023/149	Rural Services Network Rural bulletin	2,6	05/12/23
2023/150	TDC Planning support re shipping container	1,3,5	05/12/23
2023/151	TDC Planning support re shipping container	1,3,5	05/12/23
2023/152	A parishioner re help with planning 2 emails	1,4,5,6	05/12/23
2023/153	A parishioner re help with planning	1,4,5,6	06/12/23
2023/154	DALC e-bulletin #53	5,6	06/12/23
2023/155	TDC re s106 grant to HAFC	1,3,5	06/12/23
2023/156	Devon Home Choice housing list	5,6	06/12/23
2023/157	DALC re meeting with councillor Heart	2,6	06/12/23
2023/158	TDC Elections application form for register of electors	3,5	08/12/23
2023/159	Halwill Parish Hall roof update	4,6	08/12/23
2023/160	TDC re website	5,6	08/12/23
2023/161	Hawthorns Accounting re invoice query	1,3,5	08/12/23
2023/162	Hawthorns Accounting pay roll December	1,3,5	08/12/23
2023/163	<i>Bank statement current account</i>	3,5	10/12/23
2023/164	TDC Weekly list of planning applications	5,6	11/12/23
2023/165	HAFC re s106 grants	3,4,5	11/12/23
2023/166	TDC Planning support re shipping container	3,5	12/12/23
2023/167	Peninsula Transport consultation notice	2,6	12/12/23
2023/168	DALC subscription fees notice	5,6	12/12/23

2023/169	Devon Home Choice housing list	5,6	12/12/23
2023/170	Cllr J Morrish will try and attend the December meeting	6	12/12/23
2023/171	DCC Flood risk strategy notice	2,6	12/12/23
2023/172	TDC parish precepts request to know date of meeting	1,5,6	12/12/23

Key

1 Reply Required

2 Information/circulate

3 File

4 Agenda item

5 Clerk

6 Recycle/delete after 3 months

7 Leaflet distribution/notice board

NB: Items in italics physical post all others emails

Budget to date

HALWILL PARISH COUNCIL - BUDGET 2023/24

BUDGET	2023									2024			TOTALS	YET TO	REVISED	VARIANCE	
	ACTUALS												FOR YEAR	PAY	2023-24		
	£	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24			
Insurance	413		446											446	-	446	33
PO Box	260													-	-	-	-260
DALC	200	229												229	-	229	29
Play inspec	100													-	100	100	0
Accting srvcs	150	72						72						144	-	144	-6
ico annual fee	40	40												40	-	40	0
Bus Shelters	180			45			45							90	90	180	0
Hall Hire	200			176				32						208	64	272	72
Clerk	4,824	402	402	402	402	402	402	402	402	402	402	402	402	4,824	-	4,824	0
Stationery	100	6			6									12	88	100	0
IT/telephone	200	20	10	10	10	10	463	10	10	10	10	10	10	583	50	633	433
Maintenance	500				276				351					627	550	1,177	677
Travel/subsis	50													-	50	50	0
Training	100													-	100	100	0
Warden	1,700	90		570	260		280		460					1,660	40	1,700	0
Xmas dec	90													-	140	140	50
Grants / RBL	1,000							250						250	750	1,000	0
/ S137 Resves	4,000		460		3,245									3,705	295	4,000	0
Ring fenced for ash di	2,000						625							625	1,375	2,000	0
<b>14107</b>		<b>859</b>	<b>1,318</b>	<b>1,203</b>	<b>4,199</b>	<b>412</b>	<b>1,713</b>	<b>865</b>	<b>1,226</b>	<b>412</b>	<b>412</b>	<b>412</b>	<b>412</b>	<b>13,443</b>	<b>3,692</b>	<b>17,135</b>	<b>3,028</b>

checks: 17135

Proposed budget

	APPROVED BUDGET 2022-23 £	REVISED FCAST 2022-23 £	ADOPTED BUDGET 2023-24 £	REVISED FCAST 2023-24 £	PROPOSED BUDGET 2024-25		
Insurance	500	413	413	446	513	Fixed expenditure	
PO Box	240	250	260	-	-		
DALC	200	198	200	229	321		
Play inspec	100	-	100	100	100		
Accting srvc	340	141	150	144	200		
ioc				40	40		
Bus Shelters	176	180	180	180	180		
Hall Hire	390	78	200	272	208		
Clerk	4,550	4,687	4,824	4,824	5065		6627
Stationery	100	50	100	100	100		Discretionary expenditure
IT	200	208	200	633	376		
Maintenance	500	235	500	1,177	1000		
Travel/subsis	50	23	50	50	50		
Training	135	-	100	100	100		
Warden	1,700	1,443	1,700	1,700	1700		
Xmas dec	88	90	90	140	140		
Grants / s137	400	1,296	1,000	1,000	1000		
Projects	4,500	1,455	4,000	4,000	8550		
Ring fenced for ash die back	500	500	1,000	2,000	500	13516	
Proposed for Coronation			500	446			
<b>Budget Total</b>	<b>14669</b>	<b>11247</b>	<b>15567</b>	<b>17581</b>	<b>20143</b>		
Loan repayments (can't be from precept)	3,200	3,200	3,200	3,200	3,200		
Budget Total including Loan repayment	17869	14447	18767	20781	23343		
<b>Income</b>							
Precept	15,000	15,000	15,064	15,064	19,824	Possible expenditure	
Wayleave	19	19	19	19	19		
HAFC	1,000	1,000	1,000	1,000	1,000		
Car Park Contract	2,500	2,500	2,500	2,500	2,500		
	<b>18519</b>	<b>18519</b>	<b>18583</b>	<b>18583</b>	<b>23343</b>		

Possible expenditure	
Defibrillators	2500
HAFC	5000
Benches	500
Pump track	200
New flag pole	350
<b>TOTAL</b>	<b>8550</b>

Deficit of £248

Deficit of -2197.84

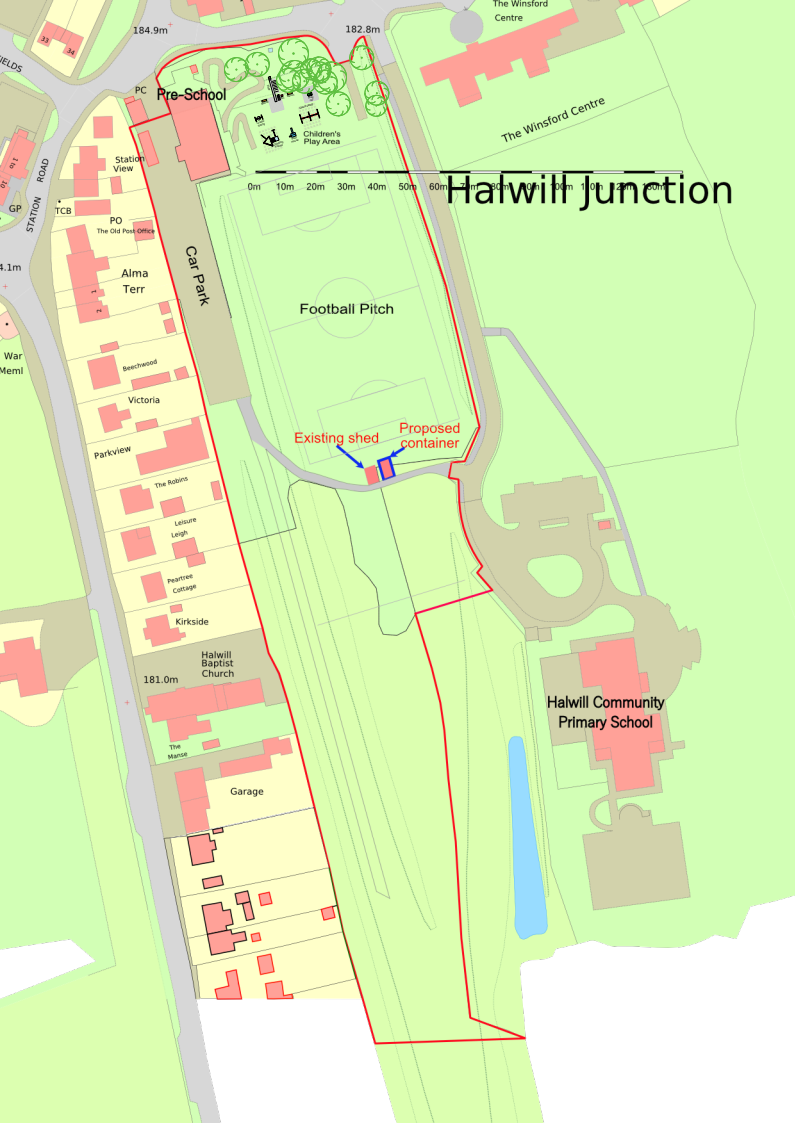
Financial Summary

**HALWILL PARISH COUNCIL - FINANCIAL SUMMARY**

As at 6<sup>th</sup> December 2023

	£	£		£
<b>CASH AT BANK 6<sup>th</sup> December 2023</b>		13170.3	Deposit A/C	43
		<u>          </u>	Current A/C	13128
<u>Add</u>				
DCC car park payment		1250		
<u>Less:</u>				
Balance of precept yet to pay	-3692			
P3 ring fenced	-153			
Gazebo	-1000			
Ring fenced for outstanding cheques	-1062			
PWLB loan repayment	-1560			
<u>Adjusted total balance carried forward</u>		<u>6954</u>		
Principle remaining on PWLB loan		10924.34		

Capital items 22/23	
Speed sign	2224
Brazier	462
Gazebo	1109
Swings	6363
Total	<u>10158</u>



# Halwill Junction

0m 10m 20m 30m 40m 50m 60m 70m 80m 90m 100m 110m 120m 130m 140m 150m

Football Pitch

Existing shed  
Proposed container

Car Park

Pre-School

The Winsford Centre

Halwill Community Primary School

Halwill Baptist Church

Garage

Alma Terr

Beechwood

Victoria

Parkview

The Robins

Leisure Leigh

Peartree Cottage

Kirkside

The Marston

184.9m

182.8m

181.0m

WIELDS

GP

TCB

PO

The Old Post Office

Station View

PC

GP

War Meml

GP

GP

GP

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STATION ROAD