

# HALWILL PARISH COUNCIL

Don Osborne. Clerk, PO Box 16, Beaworthy, EX21 5ZG  
halwill.parish.clerk@hotmail.com

## To members of Halwill Parish Council

You are hereby summoned to attend the **Annual Parish Council Meeting** of Halwill Parish Council at the **Parish Hall** on **11<sup>th</sup> May, 2023 at 7.30 p.m.** for the purpose of transacting the following business:

## **AGENDA**

### Procedural Items

2023/May/1	<b>Election of Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2023/2024
2023/May/2	<b>Declaration of acceptance of office</b> To receive the Councillors' signed declaration of acceptance of office
2023/May/3	<b>Apologies for Absence and to consider the reasons given</b> Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
2023/May/4	<b>Election of Vice-Chair</b> In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) to elect a Vice-Chair of the Parish Council for the municipal year 2023/2024
2023/May/5	<b>Declarations of Interest and Dispensations to Participate</b> <ol style="list-style-type: none"><li>1. To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members</li><li>2. To receive any dispensation requests received by the Parish Clerk and not previously considered</li></ol>
2023/May/6	<b>Minutes of April 2023 Meeting</b> To approve for accuracy and adopt the minutes of the Meeting of the Parish Council held on 13 <sup>th</sup> April 2023
2023/May/7	<b>Governance Documents Review</b> <ol style="list-style-type: none"><li>1. Standing Orders</li><li>2. Financial Regulations</li><li>3. General Data Protection Regulations</li></ol>
2023/May/8	<b>Parish Council Structure</b> To agree the structure for the municipal year 2023/2024 <ol style="list-style-type: none"><li>1. P3 – to appoint a P3 coordinator for Halwill</li><li>2. To appoint a representative for the parish hall</li><li>3. Co-option of new councillor</li></ol>

2023/May/9	<b>Financials</b> <ol style="list-style-type: none"><li>1. Financial report</li><li>2. To agree bank signatories for 2023/2024</li><li>3. Audit statements<ol style="list-style-type: none"><li>a. To approve the Annual Governance Statement for 2023/2024 in accordance with The Accounts and Audit Regulations 2015</li><li>b. To approve the Annual Accounting Statements for 2023/2024</li></ol></li><li>4. To approve payments as listed</li></ol>
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Deferment of business for Public Question Time. Time allowed at the discretion of the chair. 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, at the discretion of the Chair. Answers may be given in writing.

Business Items

2023/May/10	<p><b>Ongoing Projects/Progress Reports by Councillors</b></p> <ol style="list-style-type: none"> <li>1. Children's play equipment refurbishment</li> <li>2. Memorial Benches</li> </ol>
2023/May/11	<p><b>To note the following Planning Applications, appeals and decisions received:</b></p> <p><b>The following application has been granted permission.</b>  <b>1/0125/2023/OUT:</b> Land At Grid Reference 242880 099598  Outline application with all matters reserved 2 no. dwellings</p>
2023/May/12	<p><b>Licensing of Revd. Dr. Paul Fitzpatrick</b></p>
2023/May/13	<p><b>To consider a request for a pizza van to use the parish car park and if so, how frequently.</b></p>
2023/May/14	<p><b>Correspondence</b>  <i>Correspondence received and to be written</i></p>
2023/May/15	<p><b>Date of next Meeting</b>  <i>To note Thursday 8<sup>th</sup> June as the date of the next Ordinary Meeting, 19:30 at the Parish Hall</i></p>

D Osborne

03/05/23

# HALWILL PARISH COUNCIL

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## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON May 11<sup>th</sup> 2023 At 7.30pm – In the Parish Hall

	<p>The meeting started at 19:30</p> <p>Present: R Cristofoli(RC), J Wilson(JW), J Lawlor(JL) In Attendance: Ward Councillor P Hackett, 5 members of the public (MoP) &amp; clerk</p> <p><b>The meeting was opened by the outgoing chair J Hardman</b></p>	
2023/May/1	<p><b>Election of Chair</b> Councillor J Wilson agreed to stand for the post of Chair and was duly elected for the municipal year 2023/24</p>	
2023/May/2	<p><b>Declaration of acceptance of office</b> The newly elected councillors signed their declarations of acceptance of office.</p>	
2023/May/3	<p><b>To receive apologies for absence -</b> Apologies were received from Councillor R Livermore and R Grocock</p>	
2023/May/4	<p><b>Election of Vice-Chair – Carried over</b></p>	
2023/May/5	<p><b>Declarations of Interest - None</b></p>	
2023/May/6	<p><b>To confirm minutes for the April 2023 Parish Council Meetings.</b> The minutes were signed as a correct record by the outgoing chair Cllr J Hardman</p>	
2023/May/7	<p><b>Governance Documents Review</b></p> <ol style="list-style-type: none"><li>1. Standing Orders</li><li>2. Financial Regulations</li><li>3. General Data Protection Regulations</li></ol> <p>The Clerk recommended that all the governance documents were accepted without revision.</p>	
2023/May/8	<p><b>Parish Council Structure</b> To agree the structure for the municipal year 2023/2024</p> <ol style="list-style-type: none"><li>1. P3 – to appoint a P3 coordinator for Halwill Pennie Channing agreed to carry on as Parish Paths Partnership coordinator</li><li>2. To appoint a representative for the parish hall Robin Christofoli was confirmed as the Parish Council's representative on the Hall Management Committee</li><li>3. Coöption of new councillor to fill a vacancy resulting from insufficient candidates standing for election.</li></ol>	

2023/May/9

The chair asked if any of the members of the public present would like to be considered for coöption. Barbara Mason-Walshaw indicated that she would. Barbara Mason-Walshaw was proposed, seconded and duly coöpted as a member of Halwill Parish Council.

### Finances

**1. Financial report**

The clerk reported that on a receipts and payments basis the Parish council had run a budget deficit of £3,616.73 for the financial year with receipts of £19,019.23 and payments of £22,635.96. However, this is largely due to grants and capital expenditure so we had a small surplus on the revenue budget. Summary documents are appended to these minutes

**2. To agree bank signatories for 2023/2024**

It was **resolved** that all members of the Parish Council should be signatories.

**3. Audit statements**

**a.** To approve the Annual Governance Statement for 2023/2024 in accordance with The Accounts and Audit Regulations 2015  
Carried over

**b.** To approve the Annual Accounting Statements for 2023/2024

**c.** Carried over

**4. To approve payments as listed**

The following payments were approved

Date	Company	Amount inc VAT	For what
03/05/23	Casey Electrical	£552.00	Hall inverter contribution
11/05//23	D C Osborne	£402.00	Salary February
11/05/23	D C Osborne	£10.00	Expenses, telephone
11/05/23	Information Commissioner	£40.00	Annual fee

Current Account Total For month inc VAT: £1004.00

Current Account Total for month ex VAT £912.00

VAT for month: £92.00

Clerks total: £412.00

**Standing orders were suspended to allow the public to speak.**

The former chair reported that the WI would like to replace the broken planter in front of the shops using money raised at the King's Coronation event. Torridge District Council (TDC) has not removed the existing broken planter though they are aware of it. The Clerk was asked to inform TDC that if they do not remove the planter in a timely manner it will be removed.

A MoP asked about grass cutting a Pine View Terrace. The grass is no longer being cut as the lawnmower used to cut it is in need of repair. The MoP wished the Parish Council to cut the grass or pay for the mower repairs. The Clerk explained that we do not know who owns the grass

	<p>and it is a bit tricky to just cut people's grass without their permission however much of an eyesore it might be. We know that TDC used to cut the grass under a contract with Devon County. Ward Councillor Hackett said that TDC had found it was cutting grass it had no right to in the past. The Clerk will endeavour to find out who owns the land. The land might be of interest to the group looking to start a community garden</p> <p>Ward Councillor Halckett reported that TDC had been finding it difficult to collect s106 monies due from developers but they will try and resolve this issue.</p> <p>A representative from the Halwill Athletic Football Club informed the meeting that they are drawing up plans to replace the temporary changing rooms. They are uncertain how much of the car park they can use. It was recommended to them that they bring plans and options to a future meeting for discussion.</p> <p><b>Standing Orders were reinstated</b></p>	
2023/May/10	<p><b>Ongoing Projects/Progress Reports by Councillors</b></p> <p><b>1. Children's play equipment refurbishment</b></p> <p>It's finished – hooray! The concrete from the old base cannot be removed until the ground has dried up.</p> <p><b>2. Memorial Benches</b></p> <p>Carried over</p>	
2023/May/11	<p><b>Planning</b></p> <p>It was noted that Torridge District Council, the determining authority, has granted permission for the following application:-</p> <p><b>1/0125/2023/OUT:</b> Land At Grid Reference 242880 099598</p> <p>Outline application with all matters reserved 2 no. dwellings</p>	
2023/May/12	<p><b>Licensing of Revd. Dr. Paul Fitzpatrick</b></p> <p>Roger Grocock will attend to represent the Parish Council</p>	
2023/May/13	<p><b>To consider a request for a pizza van to use the parish car park and if so, how frequently.</b></p> <p>Carried over. It was agreed that this is an issue that would best be discussed when the Councillors were all present. It may be that we will ask for a donation from the van should they wish to use the car park. They next intend visiting in September.</p>	
2023/May/14	<p><b>Correspondence - None</b></p>	
2023/May/15	<p><b>To confirm the date of the next meeting</b></p> <p>The next scheduled meeting will be Thursday June 8<sup>th</sup> 2023 at 19:30 in the Parish Hall</p>	
Close	<p>The meeting ended at 20:59</p>	

HALWILL PARISH COUNCIL - BUDGET 2022/23

BUDGET	2022												2023			TOTALS	YET TO	REVISED	VARIANCE
	ACTUALS												FOR YEAR	PAY	2022-23				
	£	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23					
Insurance	500			413										413	-	413	-87		
PO Box	240	250												250	-	250	10		
DALC	200		198											198	-	198	-2		
Play inspec	100													-	-	-	-100		
Acting srvcs	340	69					72							141	-	141	-199		
Stationery	100								40		10			50	-	50	-50		
IT	200	12.5		40						156				208	-	208	8		
Bus Shelters	176		45		45			45				45		180	-	180	4		
Maintenance	500			215							20			235	-	235	-265		
Hall Hire	390	30	16	16	16		16	16	16					126	-	126	-264		
Clerk	4,550	379	379	379	379	379	379	402	402	402	402	402	402	4,687	-	4,687	137		
Travel/subsis	50								-	23				23	-	23	0		
Training	135													-	-	-	-135		
Warden	1,700		83	465	188	188	218	133	120	50				1,443	-	1,443	-258		
Xmas dec	88									90				90	-	90	2		
Grants / RBL	400	100	940	156					100					1,296	-	1,296	896		
/ S137 Resves	4,500							104		50	44	1257.04		1,455	-	1,455	-3045		
<b>14169</b>		<b>841</b>	<b>1,661</b>	<b>1,684</b>	<b>583</b>	<b>612</b>	<b>613</b>	<b>727</b>	<b>683</b>	<b>492</b>	<b>721</b>	<b>476</b>	<b>1,704</b>	<b>10,795</b>	<b>-</b>	<b>10,795</b>	<b>-302</b>		

checks: 10795

**HALWILL PARISH COUNCIL - FINANCIAL SUMMARY**

As at 4<sup>th</sup> April 2023

	£	£		£
<b>CASH AT BANK 4<sup>th</sup> April 2023</b>		10668.52	Deposit A/C	43
		<u>                    </u>	Current A/C	10626
<u>Add</u>				
VAT reversal		1713		
<u>Less:</u>				
P3 ring fenced		-153		
Gazebo		-1000		
ring fenced for swings final payment		-3818		
Ring fenced for hall hire		-80		
Ring fenced for outstanding cheques		-550		
Ash tree removal		-2000		
<u>Adjusted total balance carried forward</u>		<u>4782</u>		
Principle remaining on PWLB loan		10924.34		

Capital items 22/23	
Speed sign	2224
Brazier	462
Gazebo post base	141
Gazebo posts	668
Gazebo rafters etc	300
Swings	<u>5235</u>
Total	9030

Payments over £100

Date	Details	VAT	Total exc VAT	Total inc VAT
<b>Clerk's Pay</b>				
07/04/22	D C Osborne	0	379.18	379.18
12/05/22	D C Osborne	0	379.18	379.18
09/06/22	D C Osborne	0	379.18	379.18
21/07/22	D C Osborne	0	379.16	379.16
	D C Osborne	0	379.16	379.16
08/09/22	D C Osborne	0	379.16	379.16
13/10/22	D C Osborne	0	402	402
10/11/22	D C Osborne	0	402	402
08/12/22	D C Osborne	0	402	402
12/01/23	D C Osborne	0	402	402
09/02/23	D C Osborne	0	402	402
09/03/23	D C Osborne	0	402	402
		0	4687.02	4687.02
<b>Admin etc</b>				
07/04/22	Royal Mail Ltd PO Box	50	250	300
12/05/22	DALC subscription	15.64	198	213.64
09/06/22	BHIB Insurance (clerk paid)	0	412.6	412.6
12/01/23	Holsworthy Computer Centre	29.17	145.83	175
08/09/22	Halwill Parish Hall May21 to July 22	0	213	213
		94.81	1219.43	1314.24
<b>PWLB repayments</b>				
19/08/22 DD	PWLB Loan repayment	0.00	1599.56	1599.56
19/02/23 DD	PWLB Loan repayment	0.00	1599.56	1599.56
		0	3199.12	3199.12
<b>Parish Warden</b>				
09/06/22	GDL garden services (G Letheren)	0	465	465
21/07/22	GDL garden services (G Letheren)	0	187.5	187.5
08/09/22	GDL garden services (G Letheren)	0	405	405
13/10/22	GDL garden services (G Letheren)	0	132.5	132.5
30/10/22	GDL garden services (G Letheren)	0	120	120
		0	1310	1310
<b>Grants (s137)</b>				
12/05/22	Halwill PTA grant QEII Jubilee	0	600	600
12/05/22	Scallywags Grant QEII Jubilee	0	340	340
13/10/22	Halwill Garden club	0	104	104
		0	1044	1044
<b>Jubilee (see also grants)</b>				
09/06/22	FG Stacey's engineering Brazier	92.4	462	554.4
		92.4	462	554.4
<b>Gazebo</b>				
09/06/22	Sitebox Post Bases	28.24	141.2	169.44
25/05/22	Fenland leisure products staucheons	133.54	667.7	801.24
08/09/22	Gazeebo materials	0	300	300
		161.78	1108.9	1270.68
<b>Swings</b>				
01/10/22	Outdoor Play People swing deposit	636.3	3181.5	3817.8
09/03/23	Chowill Plant hire plant for swings	29.33	146.65	175.98
13/02/23	Dave Hockin Plant Hire Top soil	140.8	704	844.8
09/03/23	Online Turf	66.07	330.32	396.39
		872.5	4362.47	5234.97
<b>Other</b>				
09/06/22	Elan City speed sign	444.81	2224.03	2668.84
09/06/22	Chowill Plant hire plant for bike track	43.02	215.08	258.1
		487.83	2439.11	2926.94

## All Payments

Date	Details	VAT	Total exc VAT	Total inc VAT
07/04/22	D C Osborne	0	379.18	379.18
07/04/22	D C Osborne Fasthosts domain name rene	0	12.59	12.59
07/04/22	Royal Mail Ltd PO Box	50	250	300
07/04/22	Hawthorns Accounting payroll services	0	69	69
07/04/22	Halwill Churches together grant	0	100	100
12/05/22	D C Osborne	0	379.18	379.18
12/05/22	DALC subscription	15.64	198	213.64
12/05/22	Halwill Cleaning Services	0	45	45
12/05/22	Halwill PTA grant QEII Jubilee	0	600	600
12/05/22	Scallywags Grant QEII Jubilee	0	340	340
25/05/22	Fenland leisure products stauncheons	133.54	667.7	801.24
09/06/22	D C Osborne	28.24	592.66	620.9
09/06/22	BHIB Insurance (clerk paid)	0	412.6	412.6
09/06/22	ico registration as data controller	0	40	40
09/06/22	Elan City speed sign	444.81	2224.03	2668.84
09/06/22	Okeside cottage cakes	0	100	100
09/06/22	GDL garden services (G Letheren)	0	465	465
09/06/22	Chowill Plant hire plant for bike track	43.02	215.08	258.1
09/06/22	FG Stacey's engineering Brazier	92.4	462	554.4
21/07/22	D C Osborne	0	379.16	379.16
21/07/22	GDL garden services (G Letheren)	0	187.5	187.5
19/08/22 DD	PWLB Loan repayment	0.00	1599.56	1599.56
08/09/22	D C Osborne pay 2 months	0	758.32	758.32
	Gazebo materials	0	300	300
08/09/22	GDL garden services (G Letheren)	0	405	405
08/09/22	Halwill Cleaning Services	0	45	45
08/09/22	Halwill Parish Hall May21 to July 22	0	213	213
01/10/22	Outdoor Play People swing deposit	636.3	3181.5	3817.8
13/10/22	D C Osborne	0	402	402
13/10/22	Hawthorns Accounting payroll services	0	72	72
13/10/22	Halwill Garden club	0	104	104
13/10/22	GDL garden services (G Letheren)	0	132.5	132.5
10/11/22	D C Osborne	0	402	402
09/11/22	Halwill Cleaning Services	0	45	45
30/10/22	GDL garden services (G Letheren)	0	120	120
30/10/22	Holsworthy Community Transport	0	100	100
08/12/22	D C Osborne	0	402	402
04/12/22	GDL garden services (G Letheren)	0	50	50
08/12/22	J Hardman Chair's expenses hedgehog sig	0	39.9	39.9
12/01/23	D C Osborne	0	402	402
	Travel computer repair	0	20.88	20.88
	Clerk's telephone	0	10	10
	Holsworthy Computer Centre	29.17	145.83	175
	Digger hire swings	0	50	50
11/01/22	S Whatmore Christmas tree	0	90	90
09/02/23	D C Osborne	0	402	402
	Clerk's telephone	0	10	10
09/02/23	B Mason-Walshaw Covid plaques	0	43.94	43.94
09/02/23	Pidsigns	4	20	24
19/02/23 DD	PWLB Loan repayment	0.00	1599.56	1599.56
09/03/23	D C Osborne	0	402	402
	Online Turf for swings	66.07	330.32	396.39
	Clerk's telephone	0	10	10
09/03/23	Chowill Plant hire plant for swings	29.33	146.65	175.98
13/02/23	Halwill Cleaning Services	0	45	45
13/02/23	Dave Hockin Plant Hire Top soil	140.8	704	844.8
		1713.32	20922.64	22635.96

Receipts 2022/23

25/04/22 Precept	7500
05/05/22 Car par rental	1250
25/05/22 Grant for brazier	500
HAFC licence	500
Wayleave	19.23
08/09/22 HAFC licence	500
14/09/22 Car par rental	1250
30/09/22 Precept	7500

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19019.23

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# Defibrillator Awareness Session

Venue  
Halwill Parish Hall

Date: Thursday 18th May 7pm.



## Contact

D Osborne  
07809 688 725

**Free attendance**  
EVERYONE IS WELCOME