**Draft copy minutes of**

**STOKE GABRIEL PARISH COUNCIL**

A meeting of of Stoke Gabriel Parish Council was held on

Monday 26th June at 7pm in the Village Hall, Stoke Gabriel.

Present.Cllrs.R.Harris (Ch.) A. Blood, E.Bridge, M.King + 3 members of the public and the acting clerk.

**AGENDA**

1. To co-op onto the Council those Parishioners who have expressed an interest to serve and for them to sign the Form of Acceptance.

M.Collings, L.Grant and J.Woodfield were duly co opted to the Parish Council and signed their forms of acceptance.

1. Election of Vice Chairman. Cllr.M.Collings was proposed and seconded and duly elected.
2. Apologies – To receive and approve apologies for absence.
3. Apologies were received from Cllr.J.Hawkins (County and District Cllr.) District Cllrs.B.Cooper and G.Yardy.
4. Declaration of Interests. None.
5. To approve any dispensation requests. None.

The Council will adjourn for the following items:

 Public Participation / Cllr reports – A period of 10 minutes will be allowed for members of the public to Ask questions or make comment regarding the work of the Council or items on the Agenda.Mrs.Hannah Kenny who lives in Aish asked about the possibility of having a secure place for Bikes as her son will be cycling to Rydon Cross to board the bus to Kevics in Sept. Members thought this was a good idea and it will be investigated and placed on the agenda for the July 31st meeting.

7. District and County Councillors reports none present or received.

The Council will convene to conduct the following business.

8. To consider, amend as agreed by the Council (if required) & approve the Minutes of the Full Council meeting held on the 30th May 2023.The minutes were approved and duly signed by the chair.

9. To discuss the proposed closure of the Churchyard and its future maintenance. Mr. Mike Stott church warden attended and reported that there were only 7 burial plots left and enough spaces for the burial of Ashes for 5 years. So the P.C.C. wish to hand over the Churchyard to either the P.C. or the District Council. The P.C. has no objections to the handover being to the District Council.

10 a) Financial Matters including: The bank details need to be updated to present members being able to sign cheques on the P.C.Bank accounts. The Chairman has all the relevant papers.

10 b) to approve Cheques for payment.

E.Bridge Defib.battery = £ 153.60

R.Rowe May clerk payment = £226.62

S.G.Village Hall hire for meetings = £ 85.00

R.Barber final salary June payment = £1,064.48

R.Rowe June Salary payment = £ 851.63

Torbay Jan. 2mths.Toilet cleaning = £580.00

R.Barber Inland rev. Payment. = £978.00

Potters Nurseries H/Baskets. = £687.00

R. Barber final HMRC Payment = £682.20

 W/Country Landscapes G./Cutting = £515.00

11. PC administration

 To discuss and allocate Councillor Responsibilities for Parish assets

 i) Hoyle Copse Cllr L.Grant

 ii) The Orchard Cllr. M.King.

 iii) The Playground Cllr. M.King

 iv) Public Toilets Cllr. J. Woodfield.

 v) CCTV none at present.

 vi) Footpaths and Highways Cllr .L. Grant.

 vii Community Building Cllr .R. Harris.

 viii War Memorial Cllr.M.Collings

 ix) Snow Warden Cllr. E. Bridge.

 x) Web site / Face book page Cllr..M.Collings

xi) Defibrillators Cllr.E.Bridge.

12 To agree Membership of the Council Committees

1. Finance and General Purposes Committee .Cllrs.R.Harris, M.Collings, M.King and J.Woodfield.
2. Planning Sub Committee Cllrs.R.Harris,E.Bridge ,L.Grant ,J.Woodfield
3. Employment and Staffing Committee Cllrs.R.Harris, A.Blood, E.Bridge, J.Woodfield.

13 To review the following Policies, Documents and Procedures and agree to re-adopt or instruct a detailed review where appropriate.

The following have been re adopted or reviewed where necessary .procedures to be applicable.

1. Standing Orders
2. Financial Regulations
3. Complaints Policy
4. Publication Scheme
5. Social Media Policy
6. Data Retention Schedule
7. Freedom of Information Policy
8. Councillors’ register of Interests

All Councillors’s to review their own entry and complete the Amendment Form (if applicable)

3 new policies would be added

Code of Conduct Grievance Procedure and Vexation Procedure.

14 To adopt the new Health and Safety Policy .This was done.

15 To conform appointments.

 Internal auditor. Devon Audit Partnership.

 Payroll. South Hams District Council.

 Community Lengths person. Not at present.

 Tree Warden Phil Bolt

16 Clerk’s Report .The acting clerk reported that the internal audit was now virtually completed and a report from the D.A.P. was due soon.

17. Grass Cutting. Cllr. King is in the process of obtaining quotes for the rest of this year’s programme of cuts.

18 Scoble Legacy – Cllr. King reported that it is hoped that a sensory garden will be set up in the orchard with bulb planting by the Horticultural Society.

19 Community Building – Cllr .Harris is in the process of obtaining the property insurance and registered address for the building.

20. To confirm recommendations made from the Planning working group (see separate sheet)

21 Hoyle Copse No report at this time.

22 Parish owned property

 1. The Orchard. A bench is in a bad state of repair and needs to be removed. To ask Phil Bolt for an update ref.S106 monies to possibly widen footpath and /or install a ramp off of Church Walk for easier access.

2. A Playground inspection has taken place and Cllr.King has the remedial work in hand.

3. The Toilets

A - Update on proposed CCTV Clr.Bridge is waiting for more quotes.

B - To approve the brief to upgrade the toilets. This was approved and Cllrs. Bridge and Woodfield will be looking into this.

23. Confirmation of arrangements for insurance cover in respect of all insurable risks. The Parish Council is covered for all risks necessary.

24 To agree payment of accounts during the summer recess. That Cllr. Harris and the acting clerk Rose Rowe will deal with payments as necessary.

25. Exclusion of public and press.

The Council is invited to RESOLVE that in accordance with Paragraph 1 (2)of the Public Bodies (Admission to Meetings)Act 1960,then press and public be excluded from the meeting during consideration of the agenda item 25 owing to the confidential nature of the business to be transacted and that public interest would not be served in disclosing that information.

26. Lease of the Community Building.

The meeting closed at 8.50 p.m.

Date and time of next meeting: 31st July 2023 at 7 p.m.

Rosemary Rowe. Acting clerk.