

MONKTON PARISH COUNCIL

MINUTES OF THE ANNUAL MONKTON PARISH COUNCIL MEETING HELD AT THE MONKTON VILLAGE HALL ON THURSDAY 15TH MAY 2025 AT 7.30 PM

In attendance: Cllrs: Anthony Bond, Chris Mawer, Sarah Clark, Stewart Boyce, Tim Parnell, Paul Phillips, DC Colin Brown.

Sally Maynard - Clerk

0 member of the public

1. **To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office.**

Cllr Anthony Bond was proposed to stay as Chairman and there no other proposals.

Proposed: Cllr Sarah Clark

Seconded: Cllr Chris Mawer

Cllr Bond was duly elected.

2. **Apologies for Absence:** District Councillor Y Levine.

3. **To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office.**

Cllr Chris Mawer was proposed to stay as Vice Chairman and there no other proposals.

Proposed: Cllr Stewart Boyce

Seconded: Cllr Tim Parnell

Cllr Mawer was duly elected.

4. **Declarations of Interest:** There were none.

5. **Annual reports from County and District Councillors.** There was no report from our new County Councillor Cathy Connor. District Councillors gave reports of the year and reported that it was a very strange election which saw a majority of Liberal Democrats taking seats in different areas including Whimple and Blackdown district. The Chairman again thanked the Councillors for attending meetings and keeping us informed throughout the year and look forward to meeting the new County Councillor. The Clerk reported that a thank you email had been sent to Iain Chubb who had represented the parish council for the last 8 years and thanked him for his help.

6. **Chairman's Report.** The Chairman report consisted of a summary of planning permissions and mainly issues with the road. He thanked the Councillors and County and District Councillors for their support and thanked Sally for her role as Clerk.

7. **To discuss and approve the financial statements for the year ending 31st March 2025.** The Clerk had prepared the end of year accounts and emailed a summary sheet to councillors prior to this meeting. This included a bank reconciliation and breakdown of receipts and payments. This also included the savings account. There were no questions regarding the statements and therefore the Chairman signed these and were formally adopted.

- **This concluded the Annual Parish Meeting and the General Council meeting followed:**

1 To confirm minutes of the last meeting on 20th March 2025. These were signed as a true and correct record.

2. Parishioners Questions. There were none.

3. To update Council on financial transactions for this meeting: Below is the bank balance and payments in and out since the end of the financial year - 31st March 2025

Bank balance as at 31st March 2025 **£3653.82**

Receipts:

01/04/2024 Precept £2450.00

Payments: - April 2025

EDF – Final payment for VH before change of contact £539.89

Sarah Clark – Hall reps (invoices held) £ 94.61

South West Water £ 20.36

British Gas – Electric £ 31.09

Bank Service Charge £ 4.25

Mrs S Maynard – Wages £ 208.00

Balance as at 30/04/25 **£5205.62**

Payments at this meeting

S.W.Water £ 33.73

D.A.L.C – Membership £ 116.19

Trudie Jenkins – Audit £ 155.00

MTD Accounting – PAYE £ 216.00

4. To approve and sign The Annual Governance Statement (part 1 of the Financial Return) and confirm the Certificate of Exemption

The Clerk explained the reason behind the annual governance statement and how important the dates of publication are. Each statement from the form was read out and ticked either yes or no depending on the outcome. This year's public right's would be displayed on the noticeboard and on the website for 30 working days. The Certificate of Exemption was agreed so that the council could declare themselves exempt of an external audit as the income or expenditure is less than £25,000 in the last year. This would be emailed to the external auditors by 30th June 2025.

5. Further discussion on the Village Hall refurbishment – Cllr Clark reported that a group of parishioners including most of the Councillors present are meeting every other Sunday to clear and do as much work as possible before the builders start work in June/July. A letter of statement has been sent to the neighbouring properties to inform them of the plans for refurbishment. Building regs and building control will be sorted out in the next few weeks. The Chairman thanked Councillor Clark and the committee for the dedication for getting the hall back up and running.

6. To approve the Accounting Statements for the year end 31/03/2025 (part 2 of the Financial Return) and discuss the Internal Audit - The accounting statements were signed as a true and correct copy. The Clerk read out the internal audit report which was very thorough and had picked up that a Risk Assessment had not been completed with the works being carried out in the hall. Councillor Boyce said that a draft copy had been done but he would make sure that a full assessment was carried out to cover the audit and any work that needed doing in the hall to cover volunteers and adhere to the insurance

requirements. The Clerk agreed that all outstanding issues from last year had been corrected. All financial documents will be published on the website (www.monkton-devon.org) so that they are able to be seen by anyone in line with the Transparency Code.

5. Date of the next meeting: TBC

6. Any other business. (a) It was suggested that 'The Pump' needed clearing and it was suggested to contact Jonny Hill from Highways England to see who is responsible. It appears to be a risk to traffic as it is covered by foliage which could be an issue if a traffic accident were to take place. (b) There still appears to be a caravan in the small copse opposite Starbucks. This needs to be reported to EDDC again. (c) The Clerk raised the issue of her salary as at present since the 1st April she is now below minimum wage. The Chairman suggested that an increase to £12.21 should be carried out in line with rules and this was agreed. (d) The issue of the Defibrillator was raised again and the Clerk to get more information before the next meeting.

As there was no further business the Chairman declared the meeting closed.

Signed:

Dated:.....