

**EPWELL PARISH COUNCIL**  
**MINUTES OF AN ANNUAL PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 16<sup>TH</sup> MAY 2024**  
**IN EPWELL VILLAGE HALL AT 8PM**

Councillors Present

Gavin Lloyd-Thomas, Nicola Rudge, Norman White and Peter Gibson (arrived 8.30pm)

Christine Coles (Parish Clerk) and one villager

**24/31. To note the resignation of Cllr Lloyd-Thomas**

This item was deferred until the end of the meeting.

**24/32. Elections**

*Election of Chairperson and Signing of Acceptance of Office form*

It was proposed by Cllr Lloyd-Thomas and seconded by Cllr White that Cllr Rudge be Chair. Cllr Rudge signed the Acceptance of Office form.

*Election of Vice-Chair*

It was proposed by Cllr Rudge and seconded by Cllr White that Cllr Lloyd Thomas be Vice Chair.

**24/33. To receive apologies for absence**

Cllr Platt (personal)

**24/34. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**

No interests were declared.

**24/35. To approve the minutes of the meetings of 11<sup>th</sup> March 2024**

The minutes were approved and signed as a true and accurate record of the meeting.

**24/36. Public participation session**

No matters were raised.

**24/37. To note any matters arising from the minutes not included on this agenda**

Highway matters – Cllr Lloyd Thomas met a villager re new suggested signage to prevent vehicles larger than 7ft accessing the narrow roads near the Church. It requires a multi lateral approach and the villager understood why the Parish Council want to be involved. A meeting has been arranged with the new Highways Engagement Team on 19<sup>th</sup> June at 10.30am.

**24/38. Highway matters**

*To receive a report on the meeting the Cyclical maintenance team about drains and grips.*

A different Highways team look after drains and grips. They came out and met Cllr Lloyd-Thomas. They looked at drainage by the Mill, Sands Farm and Yarnhill Farm. The grips are in the wrong place and in the wrong direction. Highways will give time and a budget when possible to re-establish ones that are necessary.

*To discuss the drainage ditch by Sands Farm.*

The standing water in the drainage ditch by Sands Farm smells.

*Action: Cllr White to speak to the owners.*

*Location of the salt bag.*

The bag is in a practical place but looks unattractive. A camouflage net will be put on the top to disguise it.

**24/39. To discuss cutting in the playing field**

A villager currently cuts the area between the two posts once a month and the Parish Council are extremely grateful and will thank her. However it requires a more regular cut.

*Action: Cllr Lloyd Thomas to put a message on Whatsapp to ask for more regular helpers. The Parish Clerk to ask Nigel Prickett if he can cut the rest of the playing field once a month during the growing season.*

**24/40. To discuss parking in The Square**

There used to be a sign discouraging people from parking in the Square and on the village hall grass. The vehicles block the school bus. It was agreed to get a new sign made.

*Action: The Parish Clerk to get a quote.*

**24/41. To discuss establishing an online archive**

There is a large collection of photos which could be used for an online archive. An IT person is needed to help.

*Action: Cllr Gibson to speak to another villager who offered to help before.*

**24/42. To receive an update on the memorial bench**

The memorial bench is in place now and will be added to the asset register.

**24/43. Financial Report**

*To receive the cashbook and bank reconciliation*

The current bank balance in the Lloyds account is £16,587.46

*The following payments were approved under statutory powers:-*

£1017.18 to Zurich Insurance

£100.00 to Epwell Echo

£200.77 to CDC (dog bin emptying costs)

£18.00 to Mr Lloyd-Thomas (website domain renewal)

*To approve the grass cutting costs for 2024*

Grass cutting costs have gone up by 9.8% due to the minimum wage increase, self employed labour increasing and the uncertainty of fixed fuel prices. It was agreed to accept the increase.

**24/44. AGAR for year ending 31<sup>st</sup> March 2024**

The internal audit has taken place and draft documents circulated.

a) *To approve and sign the Certificate of Exemption*

It was agreed to approve and sign the Certificate of Exemption.

b) *To approve and sign Section 1*

It was agreed to approve and sign Section 1.

c) *To approve and sign Section 2*

It was agreed to approve and sign Section 2.

**24/45. To receive an update on planning**

There were no new applications to consider.

**24/46. To receive Councillors Reports**  
There were no reports to receive.

**24/47. To note next meeting date and time**  
Monday 8<sup>th</sup> July 2024 at 8pm

**24/31. To note the resignation of Cllr Lloyd-Thomas**  
Cllr Lloyd-Thomas resigned from the Parish Council.  
*Action: The Parish Clerk to notify CDC of the vacancy.*

Meeting Closed 9.20pm.

DRAFT