

**MINUTES OF THE ANNUAL MEETING OF NORTH MOLTON PARISH COUNCIL HELD ON  
WEDNESDAY 4<sup>th</sup> MAY, 2022 AT 8.12 P.M. IN VICTORY HALL ON THE RISING OF THE ANNUAL MEETING OF  
THE PARISH OF NORTH MOLTON**

**Present:** Vice Chairman Dunn (chaired the meeting in Chairman Peek's absence); Councillor Barron; Councillor Bulled; Councillor Darley; Councillor Jennings; Councillor Johnson; Councillor Milne; Councillor Procter; Councillor Smaldon; District Councillor Bulled, County Councillor Yabsley (joined the meeting at 8:50 p.m.) and the Parish Clerk, Noel Brooks

**1. Apologies:** Absent: Chairman Peek & Councillor Geen – all agreed.

**2. Reading of The Minutes of The Annual Meeting of North Molton Parish Council Held On 5<sup>th</sup> May, 2021 And Approved At 16<sup>th</sup> June, 2021 Parish Council Meeting In Accordance With Local Government Administration –** The Clerk read out the report.

**3. Election of Chairman** – Councillor Procter proposed Sir Richard Peek for the role of Chairman of North Molton Parish Council for the forthcoming year - Councillor Smaldon seconded the motion - all agreed. Sir Richard Peek is to sign his Chairmanship 'Acceptance of Office' form at the meeting of North Molton Parish Council to be held on Wednesday 18<sup>th</sup> May, 2021 at 7.30 p.m. in North Molton Victory Hall before chairing such meeting.

**4. Election of Vice Chairman** - Councillor Bulled proposed that Councillor Dunn continue in the role of Vice Chairman - Councillor Smaldon seconded the motion - all agreed.

**5. Election of Parish Council Representatives/Project Team Leaders:** The following roles were agreed unanimously:

- |       |   |                     |
|-------|---|---------------------|
| i.    | Exmoor National Park Representative:                          | Chairman Peek;      |
| ii.   | Feoffees Representative:                                      | Councillor Geen;    |
| iii.  | North Molton History Society Representative                   | Vice Chairman Dunn; |
| iv.   | Heasley Mill Village Hall Management Committee Representative | Councillor Barron;  |
| v.    | North Molton Victory Hall Management Committee Representative | Councillor Johnson; |
| vi.   | Sports Club Representative                                    | Councillor Procter; |
| vii.  | The Old School Hall Representative                            | Councillor Smaldon; |
| viii. | Footpath Warden:  | Sheila Coe;         |
| ix.   | Highways Project Team Leader                                  | Councillor Milne;   |
| x.    | Laurels Playground Warden                                     | Councillor Darley;  |

- |      |   |                      |
|------|---|----------------------|
| xi.  | Village Website Development Team Leader | Councillor Bulled;   |
| xii. | BT Phone Box Warden                     | Councillor Jennings. |

**6. Approval of The Assets Register as at 31<sup>st</sup> March, 2022** - all agreed subject to alteration to the number of bench seats to seven with the seventh seat to be valued at £100.00. **Actions:** The Clerk is to amend the Assets Register accordingly and arrange additional insurance cover of £100.00 for the additional seat. Whilst not included on the Assets Register to 31<sup>st</sup> March, 2022, the Clerk is to arrange additional insurance cover for the recently added trampoline (£11,256.00 net) and See-saw (£4,235.00 net) – all agreed.

**7. Approval of Financial Regulations 2021-22** - all agreed subject to *A & B Contractors* being added to Appendix I.

**8. Approval of Risk Management 2021-22** – Members agreed to accept the document subject to the following amendments to be made by the Clerk: **Actions:** Under the Finance Section, the number of signatories is to be amended to four from five signatories – Under the *Assets/Loss & Damage Section* and the *Health & Safety Section*, the following wording is to replace previous wording *vis-à-vis* inspections of Laurels Playground: *Independent annual inspection and regular monthly inspection of Laurel’s Playground by a member of the Parish Council to ensure it remains in good condition and meets insurance terms/Health & Safety regulations.*

**9. Approval of Emergency Plan Councillors’ Copy 2021-22** – After a considered debate, members agreed unanimously to approve the Plan subject to the Clerk carrying out the following:

- Remove Barbara Cropper as Emergency Accommodation keyholder;
- Substitute Councillor Bulled’s home phone number with her mobile phone number;
- Update members’ details to reflect their current representative/warden/leader roles as appropriate;
- Place on the 18<sup>th</sup> May Agenda the issue of clarifying with Councillor Geen the continued availability of the *Old School Hall* as a second choice for emergency accommodation and the keyholders’ contact details for such accommodation;
- Place on the 18<sup>th</sup> May Agenda the issue of the possible requirement of a third emergency building and how to effect this.

**10. Approval of Emergency Plan - Website Version - 2021-22** - After a considered debate, members agreed unanimously to approve the Plan subject to the Clerk carrying out the following:

- Substitute Councillor Bulled’s home phone number with her mobile phone number;
- Update members’ details to reflect their current representative/warden/leader roles as appropriate;
- Contact DALC for legal advice on the inclusion in the Emergency Plan of First Aid Responders and other helpers *vis-à-vis* whether or not evidence of their competencies/qualifications to carry out such voluntary roles is required and the extent of the Parish Council’s overall liability in running such an Emergency Plan;
- Contact the Parish Council’s insurance broker to ascertain the extent of cover provided in connection with the potential liabilities involved in relation to First Aid Responders and other helpers acting under the Parish Council’s Emergency Plan umbrella and whether or not regular evidence of qualifications/competencies is required to maintain such cover;

- The defibrillator in the Heasley Mill adopted phone-box is to be listed alongside the defibrillator at the Poltimore Inn.

**11. Approval of Standing Orders - 2021-22** – The Clerk reported that he had transcribed the *Standing Orders* from a standard 'pdf', off-the-shelf version into a more manipulable *Microsoft™ Word* format which would be ready for approval by members on 18<sup>th</sup> May. **Action:** After a considered debate, members agreed for the Clerk to contact DALC for the latest version of the *Code of Conduct* applicable to parish councils – this might include ready wording for how members should operate when using social media.

The meeting closed at 9.06 p.m..

DRAFT