

MINUTES OF THE MANATON ANNUAL PARISH COUNCIL MEETING

MONDAY, 19th MAY 6.00PM AT MANATON PARISH HALL

Present: Cllr W Boughey (Chair), Cllr C Frampton (Vice Chair), Cllr B Warne, Cllr S Mount, Cllr J Kidner, and Cllr P Martin
In attendance: Mrs L Moorse (Clerk)

The meeting commenced at 6.00pm

AGENDA ITEM		Action
ITEM 1 - Election of Chair and signing of Declaration of Acceptance of Office. Cllr B Warne proposed, Cllr J Kidner seconded that Cllr W Boughey be re-elected as Chair, all agreed this, and the Chair signed the Declaration of Acceptance of Office.		
ITEM 2 - Election of Vice Chair and signing of Declaration of Acceptance of Office. Cllr S Mount proposed, and Cllr P Martin seconded that Cllr C Frampton be re-elected to the role of Vice Chair, this was agreed by all, and the Vice Chair signed the Declaration of Acceptance of Office.		
ITEM 3 – The Chair to open the meeting and receive apologies for absence. Apologies were received from Cllr M Wylie.		
ITEM 4 – Declaration of interest. Cllr Mount – declared an interest in the discussion of solar panel under Planning Item 12 - specifically the discharge of planning conditions.		
ITEM 5 - County & District Councillor reports 4.1 No District Councillor's report had been received. 4.2 No County Councillor's report had been received.		
ITEM 6 – Public participation No public in attendance.		
ITEM 7 – To approve minutes of meeting on 14th April 2025 The Minutes having been previously circulated were approved and signed.		
ITEM 8 - Matters arising Update concerning Parish Council Website: Cllr Frampton explained the website's structure which includes a homepage, history, councillor information, meeting details, audits, policies, and a noticeboard. Future enhancements, such as community interest content (local amenities, gallery, attractions, events, and external links), were discussed and agreed upon as non-urgent additions once the core council functionality is live with the .gov.uk activation. The Council discussed and approved website costs, including a £223.20 annual hosting and setup fee, and a £30 fee for the GOV.UK domain. Cllr Frampton presented the invoice from TEEC Ltd, and this was authorised for payment. The Clerk was asked to provide PC official document so that TEEC Ltd can activate the official .gov.uk domain name.		Clerk
ITEM 9 - Finances, payments due, accounts and budget a. The Schedule of Payments (previously circulated to the Councillors) was presented and it was agreed by all that the following payments should be made:		
Mrs L Moorse	£245.10	Salary and Mileage
HMRC	£55.60	Staff Tax deduction
Mr Ben Warne	£260.00	Invoice 12.5.2025 ref April grass cutting
The following payments were also approved for payment:		
Cllr S Mount	£50.10	AGM Refreshment expenses
TEEC Ltd	£223.20	Website provision costs
b The Bank Reconciliation for April 2025, which had been previously circulated to the Councillors, was agreed by all, and signed by the Chair and Clerk.		
c. The accounts for the period ending 30 th April 2025 were presented, together with the budget update for the same period, and were accepted.		
It was noted that a new addition to the financial documentation (grants section in the cash book) had been introduced by the Clerk to improve transparency.		
ITEM 10 – Audit 2024-25 a. The Summary of Receipts and Payments for the year ending 31 st March 2025 was noted and approved. b. The Fixed Assets List as at 31 st March 2025 was discussed in greater detail concerning village's benches ownership, identifying two wooden, two metal, one memorial bench and a picnic table. It was agreed that the necessary changes would be recorded in the Minutes for audit purposes, with the official asset register to be signed at the next PC Meeting.		
ITEM 11 – Parish Council Matters a. It was noted that the updated Standing Orders Policy followed verbatim the recently revised NALC model policy and it was approved. b. The Financial Regulations Policy to be deferred until the next PC Meeting as this covers key procedures such as procurement policies and required further review by the Councillors.		
ITEM 12 – Planning		

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Planning Application Ref: DOC/0487/243: Installation of 10 Roof mounted solar panels at Swallerton Gate, Manaton TQ13 9XQ. Cllr Mount advised that with the installation of solar panels there were associated requirements, particularly the need for a bat survey. She confirmed that the report had been completed stating there were no bats present, and the panels are now fully installed. Councillors agreed that no comment was required. Planning Application Ref: 0050/25 - Half Moon House, TQ13 7UZ Cllr Kidner advised that following the application being refused, at present moment no revised plans nor feedback had been received. It was noted that some work had been done but that this was likely to have been in the garden and not require planning permission.	JK
ITEM 13 – Highways Cllr Mount advised that she had reported further potholes and some had been repaired. She highlighted serious parking issues near the bluebell area at Holwell, where cars obstruct access to the gate used by farmers and horse riders. In fact, the improper parking had blocked access entirely. A manual “no parking” sign had been placed on the gate and Rob Steemson (DNPA) had been contacted to try to arrange proper signage. Cllr Kidner reported that after heavy rain the Stumpy Oak parking area became inundated but there appear to be no obvious solution. There was discussion about improvement of the wall/bank in the vicinity of the parking area, the proposal to be investigated further.	JK
ITEM 14 - Parish Assets North : Cllr Martin reported no issues concerning the playground but he was still looking into the manufacturer of the basketball practice net and backboard. Cllr Warne clarified that while main playground structures were made by TaylorMade (now defunct), the basketball equipment's origin is unknown. Cllr Martin confirmed that the benches will be returned to the Green as soon as vehicle transport can be arranged. South: Cllr Warne advised that the apple trees are in full blossom, and it is hoped that there will be a good crop for Apple Day.	JK PM
ITEM 15 - To receive a report from the Council representative on the Games Court Committee Cllr Kidner advised that the Chair of the Games Court Committee had had encouraging talks with the Lottery funding organisation, which would, in principle wish to support the project but it would be necessary to show evidence of local enthusiasm for the Court. To this end it is hoped to hold a community event in June or early July.	
ITEM 16 – To receive a report from the Council representative on the Parish Hall Committee No report due to Cllr Wylie’s absence.	
ITEM 17 – Correspondence Received Clerk confirmed that HMRC VAT payment had been received: £398.77 on the 6th May 2025	
ITEM 18 - Date of next meeting 9th June 2025	
ITEM 19 – AOB - None	
ITEM 20 - Matters for future consideration. a. Requests for agenda items from Councillors – None b. Requests for agenda items from members of the public - None	

Close of meeting: The meeting closed at 6.40pm

Approved by Manaton Parish Council and signed by the Chair Date:.....