

## POUGHILL PARISH COUNCIL

Minutes of the meeting held on 25th July 2019 at 7:30pm in the Village Hall.

Clerk: Jackie Taylor, 2 The Glebe, Poughill, EX17 4LA Poughillparishclerk@gmail.com 01363 866859

Present: Councillor Margaret Squires

Councillor Polly Colthorpe

Councillor Karen Wellerd (Chair)

Councillor April Williams

Councillor Wendy Hopson

Clerk Jackie Taylor

Members of public: Paul Rogers and Robert Taylor

Distribution: All parish Councillors present and Councillor Margaret Squires. Council website. Village noticeboard. Summary Village Newsletter

Introductions

### 1. Public Questions

1.1 Paul Rogers asked about the source of Council income. The Clerk advised that the income is made up of the Precept and income from Newsletter advertisement and sales, grants.

1.2 Paul Rogers asked where the Precept comes from. PC advised that it is Poughill residents as part of the Council Tax. AW advised that this was increased by £600 to make a contribution to the Poughill Village Hall Trust.

**Action -Clerk to confirm if the Council agreed to a contribution to the Village hall Trust of £600.**

1.3 A suggestion was made by Paul Rogers that recognition should be given to those who are tending the Poughill village sign flower boxes (and replenishing with flowers). The Chair agreed that a note of thanks is to be included in the next Newsletter.

**Action - KW to add item about into Newsletter**

2. Apologies: none

3. Declaration of Interests

No interests declared.

#### 4. Minutes of meeting held on 9th May 2019

##### 4.1 Meetings 9th May 2019

The Annual Public Meeting minutes were approved. Proposed by KW, seconded by WH. Signed by Chair.

The Minutes from meeting the Annual Parish meeting held on 9th May 2019 were approved. Proposed by KW seconded by AW. Signed by Chair.

**Action – Clerk to arrange copies to be held on record, published on website and village Noticeboard.**

##### 4.2 Update on actions

4.2.1 The Annual Public Meeting had no actions.

4.2.2 The Actions from the Annual Parish meeting are as follows:

###### 4.2.2.1 Audit Papers

AW confirmed that she had sent the Internal audit papers for 2018/19 to External Auditors on the date required. April received communication last week from the External Auditor (N. Easterbrook at PKF-littlejohn) following his first review of the return. The Clerk advised that this included the Chaser 1 letter as per the schedule of costs in the Annual Audit Guidance notes 2018/19. This is charged at £40. The Clerk made inquiries to understand the omissions requiring action: The bank reconciliation and explanation of variances, the confirmation that we are not involved in any Trusts and the Exercise of Public Rights return. JT has completed the required papers and returned the requested information to the External Auditor. There is one correction still to be rectified.

**Action - Clerk to resolve prior to the deadline date 9th August.**

###### 4.2.2.2. Bank signatory and contact address

The forms have been returned to the bank to change signatories to AW, PC and KW. Chris Crossman has not been removed from the signatory list.

**Action – Clerk to include on her application**

AW reported that she has received a confirmatory letter from the bank as a signatory.

**Action – AW to provide a copy of the letter to the Clerk.**

###### 4.2.2.3 Fly The Red Ensign

KW advised that she has a small Red Ensign flag and can provide a flagpole.

**Action - KW to include an item about the campaign in the Newsletter along with some Merchant Navy stories provided by residents.**

###### 4.2.2.4 Natural Devon Campaign

KW advised that the campaign has been advertised on the Council Facebook page.

4.2.2.5 Flood Risk Map KW advised that a link to the Flood risk map has been advertised on the Council Facebook page.

4.2.2.6 Newsletter Editor KW advised that no one has come forward to replace the Newsletter Editor. KW has agreed to continue to edit this until a new editor is found.

4.2.2.7 Domain Name

KW has discussed the Domain Name with Paul Rogers and is considering whether this is required. The clerk's new email address is : Poughillparishclerk@gmail.com

4.2.2.8. Phone Box broken glass KW advised that the cost of glass replacement not yet established.

**Action - KW to follow up**

4.2.2.9 Phone box consultation KW requested that confirmation be sought that the adoption of the Telephone box has been registered and accepted by BT.

**Action – Clerk to confirm with BT**

KW reported that ideas had been sought via the Facebook page on how the phone box should be used. KW to review outcome of consultation. Three suggestions have been received so far made 1. Defibrillator. (A possible contribution of £1000 from Cllr Squires) 2. Information box. 3. Book Library

**Action - KW to review outcome of consultation.**

4.2.2.10 Paint for the Telephone Box has been delivered. It was agreed that plans are needed to get the box painted: Various suggestions were made. AW has offered some weed suppressing membrane and Chris Crossman has some stone chippings.

**Action – KW to review options to get the box painted and to bring to the next meeting.**

4.2.2.11 Graveyard PC reported the letter has not been completed forwarded to the Church Commissioners about a site for the graveyard.

**Action - PC to prepare letter.**

4.3 Matters arising

4.3.1 External audit check with PKF-littejohn The review of Annual Audit by the external auditors highlighted a number of outstanding issues: The Bank reconciliation, variances of reconciliation, the confirmation of the dates of the period for the exercise of public rights form and the confirmation of non-involvement with Trusts were not completed and returned with the audit. The Clerk advised that the letter received may have incurred charges of £40 as per the published Schedule of costs for review.

**Action – Clerk to report whether the charge has been incurred or not once Bank Statements are received.**

4.3.2 Bank signatories

AW and PC have confirmed that the changes to the signatories to the bank account had been submitted to the bank. Bank forms requesting Change of Signatories, change of address to the Clerks

address and add Clerk as a signatory were countersigned by Councillors (KW and PC) these are to be returned to bank.

**Action – Clerk to return forms and provide an update at the next meeting.**

## 5. Finance

5.1 Current balance at bank -The Clerk reported that Bank Statements have not been available since 19th April 2019 due to slow response from bank to change the address following changes within the Council membership. Information in the Cheque book indicates an expenditure of £269.29 between 18th April and 24th April 2019 Information in the Paying-in book indicates income from 21st March to 24th July indicates receipts of £11.61. Balance at Bank £3,436.81 (Not including cheques presented at the meeting).

5.2 Approval of payments: 5.3.1 Churchyard maintenance: Mr A Cheriton Chq no 313 £45.00 5.3.2 Newsletter printing and preparation: Hedgerow Print Ltd Chq no.315 £89.00 5.3.3 Newsletter distribution P&P: K Wellerd Chq no. 316 £3.25 5.3.4 Hall Rental: Poughill Village Hall Trust Chq 317 £144.00 5.3.5 Clerking – Invoice withdrawn 5.3.6 Community First Trading- Public liability insurance Chq 312 £230.73- This was an urgent payment as the Insurance was due for renewal prior to this meeting. Two Councillors – (Polly Colthorpe and Karen Wellerd) authorised this payment. We are awaiting receipt of the renewed policy. Action – Clerk to follow up Insurance documents

PC proposed that all payments be authorised, and AW seconded. Cheques were signed.

**Action – Clerk to manage payments**

5.3 Bank reconciliation The absence of Bank Statements meant that this was not possible for this meeting. This will be presented for council approval at the bi-monthly meetings with effect from the next meeting. (Subject to bank statements being available).

**Action – Clerk to prepare following receipt of statements**

## 6. Planning

No Planning Applications received in the period. New planning application management procedures have been received from MDDC and circulated to all Councillors.

AW requested that a separate file of planning Applications is to be set up.

**Action – Clerk to arrange for a file to be prepared.**

## 7. Correspondence

7.1 Air Ambulance Landing Site Air Ambulance are seeking landing sites throughout Devon. Following discussion, it was agreed that KW would investigate the matter further and report at the next meeting.

**Action – PC to make further enquiries with Cheriton Fitzpaine and report back to next meeting**

7.2 Carbon targets for Mid-Devon from MDDC It was noted that MDDC have announced zero carbon target by 2030. No further details available at present.

## 8. Other items

8.1 Road Gritting AW has raised concerns over road gritting. MS advised that gritting is carried out only in areas where there is 500+ residents. Clerk advised that a volunteer snow warden/ group of snow wardens has been encouraged by DCC in the past. PC advised that Highways are looking into rejigging the Snow warden scheme. AW advised that there is someone in Shobrooke who would supply this service if required.

**Action - Clerk to find out about the current scheme.**

8.2 Hedges/Trees at West End KW advised that a parishioner has raised concern over the condition of the trees/hedges belonging to the resident at the end of West End. A number of trees have come down in high winds and the hedge is overgrown causing residents to park further into the carriageway than if the hedges were properly maintained.

**Action - The Clerk is to prepare a letter for the Chair to send to the resident.**

A discussion took place concerning the land to the rear of the houses in West End.

**Action – Cllr.PC to establish ownership of the car park.**

MS advised that DCC is concerned about ash die back: 90% loss through die back is anticipated, 448,000 Ash trees are within falling distance of the road. DCC are looking into how this can be managed. They are looking to landowners to be responsible, and to replant following the loss of a tree: Large tree to be replaced by 3 new trees, a medium tree with 2 new trees and a small tree with 1 new tree. DCC consulted with all District Councils for support: MDDC has pledged agreement. KW advised that an item will be included in the next Newsletter including photos offered by Cllr.PC to assist in the identification of Ash die back.

**Action – KW to include item in Newsletter.**

**Cllr.PC to provide KW with photos.**

8.3 Residents parking on main road -bus movement A parishioner has advised that recently the police were called by the school bus driver as a visitor had parked too far into the Highway on the main road for the bus to pass. Residents are to be reminded to leave adequate space for the safe passage of vehicles.

**Action – KW to include item in next Newsletter**

Residents have requested that a “No parking” sign be positioned on the corner near the entrance to the East End car park. It was agreed that a sign be sourced and purchased.

**Action – KW to source new sign**

## 9. Chair's Report

9.1 Appt of Clerk to the Council – Jackie Taylor has been appointed as the Clerk to the Council

9.2 Appointment of Responsible Finance Officer (RFO) – The Clerk has been appointed as the RFO

## 10. Any other business

10.1 The possibility of obtaining a contribution from the local solar farm had been discussed at a previous meeting. AW enquired if the owners had been approached. KW reported that a letter had been sent to LightsourceBP, but had yet to receive a reply.

**Action – KW to chase for a reply.**

10.2 Governance: The Clerk advised the meeting that a number of formal documents are to be produced in order to be compliant with Guidance documents for Parish Councils.

**Action- Clerk to provide a list of documents and a programme to achieve Compliance for Chairs approval and circulation to Councillors. Agenda Item to be included in next meeting.**

## 10.3 Register of Interests

AW and WH to complete ROI as these are not received/accepted by MDDC.

**Action - Clerk to forward to MDDC. Copy to be held on records.  
Action - PC and KW to provide copy of ROI to the Clerk to be held on record.**

10.4 Emergency plan for Poughill The Clerk advised that this has not been completed and registered with DCC. AW advised that a CD is available outlining the requirements.

**Action - Clerk to look into current arrangements and to report back at next meeting.**

10.2 Phone box removal consultation Communication was received that 10 phone boxes are to be removed in Mid Devon.

**Action – Clerk to establish location of phone boxes and how we provide feedback.**

10.3 Employment of Clerk It was agreed that in line with the Regulations issued by HMRC in 2011 the Clerk shall become an employee of the Council and that Council will ensure that Tax/NI contributions are received by HMRC.

**Action – Clerk to ascertain how this is set up and operated.**

11. Next meeting - 19th September 2019 at 7.30pm at the Village Hall Future dates for the diary:

21st November 2019,

16th January 2020,

19th March 2020,

21st May 2020,

16th July 2020

End.