

## Minutes of the Meeting of the Council 7.30pm 16th January 2020

**Attendees:** Karen Wellerd, Polly Colthorpe, April Williams, Jackie Taylor, Paul Mapp, Margaret Squires

**Members of the public:** Liz Rogers, Robert Taylor

**1. Democratic period** - Public Questions:

None

**2. Apologies:** None

**3. Declaration of Interests:**

None declared

**4. Minutes of previous meeting held on 21<sup>st</sup> November September 2019 (Chair)**

1. Approval of Minutes from previous meeting:

The minutes were accepted as a true reflection of the meeting and signed by the Chair. Proposed by PC seconded by KW

2. Update on actions:

**4.2.1 PVHT Contribution:** Motion: AW proposed that a £200 contribution to be offered to the PVHT for this year. Seconded PC. **Action: Clerk to action.** The Poughill Village Hall Trust have written to the council and kindly declined the contribution for this year as they have been more successful financially than was originally envisaged. In light of this the Council will not make a contribution this year. **Completed.**

**4.2.2 New Cemetery:** PC to prepare a letter to the Church Commissioners about a site for a new cemetery. **Action to be carried forward. Action: Clerk to forward previous letter 2010 to PC. The previous letter 2010 has been passed to PC. To bring forward to next meeting.**

**4.2.2 Insurance:** Clerk confirmed insurance is all in place. Action: The clerk is to obtain a copy of the General conditions of the policy. **Action: Clerk to obtain. Completed.**

**4.2.3 Air Ambulance** landing site: PC to make further enquiries with Cheriton Fitzpaine concerning the requirements of an air ambulance landing site and report back to next meeting. **Action to be carried forward. PC awaiting the contact details for the Air Ambulance organisation to discuss with them directly.**

**4.2.4 Snow Warden Scheme:** Further information being circulated to Councillors from DCC Highways Roadshow for Parish Councils attended by Clerk. **Action: Clerk to circulate.** This has been circulated to all parish councillors the snow warden scheme is to be discussed in a working group (which is to be established see item 6.5) **Completed.**

**4.2.5 Land to rear of West End:** Established as being owned by MDDC. Action: **PC pursuing MDDC re condition of land and the possibility of PPC using the land. Action Clerk: Land searches via the PVHT to be carried out.**

**4.2.6 Road signs:** 'No Parking' sign for the corner near the entrance to the East End car park is required. **Action: KW to source "No Parking" sign.** The Road signs for East End were chased and have now been reinstated. **The sign was presented and approved by council with changes.**

**4.2.5 Emergency Plan:** See item 6.9 below for discussion at this meeting. **Action Clerk: The organiser has been contacted and a date is to be agreed.**

**4.2.6 Electric outages:** A resident has complained that the electric provider has not provided satisfactory communication regarding recent outages. **Action: Clerk to write to Western Power regarding their communications on outages. Carry forward to next meeting.** The Clerk has written to Western Power to encourage better communication during power outages. **Completed.**

**4.2.7 Climate change plans:** Various Parish Councils have implemented plans. **Action: Council to consider local climate change initiatives in the forthcoming year. Also see Item on Agenda 6.9. Action: This is to be discussed by the Assets and Amenities working group.**

**4.2.8 Visit Mid Devon website:** There is no appetite within the village to support this website. **Action: KW to advise the website manager. Completed**

**4.2.9 CiL funding available – Opportunity to bid for Open space items. Action: KW to pass information the PVHT and Playpark Committee. Completed**

**4.2.11 Improving Council Performance:** Various training opportunities were presented to the council. Clerk attended DCC Highways roadshow, Budgets and precepts training and Clerks meeting with MDDC. **Action: Clerk to circulate materials for information to councillors. Completed**

**Churchyard wall –** There are two trees in the churchyard which are causing the wall to bulge. KW contacted Simon Nuthall for advice on the trees pushing out the churchyard wall. He advised that they do not pose an immediate threat, the wall is stable, and the trees can remain for a couple of years. He provided a quotation of £750 (plus VAT) to remove the trees. Item is included in AMP. **Action Clerk: Insurance claim to be made. Excesses to be checked.**

**5.3 Salary** It was agreed that the Clerks salary will be approved in future out of Council meetings. Process as per Financial Regulations. **Action: Clerk is to circulate payment approval to Councillors outside of the meeting.** This has been circulated, approval was received from Karen and April and payment made accordingly to employee and HMRC for tax and NI contributions. **Completed.**

**5.5 The Precept** timetable was discussed. An early draft budget for 2020/2021 was tabled for discussion. The budget is to be discussed and drafted for presentation at the next meeting. See item 9.0 below. The 2020/21 Precept must be submitted to MDDC by 24<sup>th</sup> January latest. **Action: KW to arrange Finance Working Group meeting date, see item 9 below. The Working Group met to discuss the 20/21 budget and Precept. Completed**

**6.2 The Asset Management Plan (AMP)** and Condition Survey was reviewed and adopted (to be revisited during Financial Planning and updated as required). The Council agree that this is a live document and should be reviewed regularly through the year. **Action: KW-The Finance Working Group (FWG) to include consideration of items as part of the planning for 2020/21, see item 9 below. The FWG agreed items to be included in the budget. Completed.**

**6.3 Code of Conduct -** PC has provided a Code of Conduct marked up with the comments made from Councillors. The updated Code of Conduct for Parish Councils is understood to have been published. It was agreed that the two documents should be reviewed and an agreed version to come forward to the next meeting. **Action: Clerk to compare and report to Councillors.** This was carried out and the conclusion was that the documents were very similar. The code of conduct is being proposed for approval at this meeting. **Completed**

**6.5 Snow wardens** – Further information being circulated. Issues to proceeding at present is a location to store the salt and the spreader. MDDC land was suggested as a possible location as was the Village Hall. Councillors to consider **Action: Clerk to bring forward to next meeting.** To be considered by the Assets and Amenities Working Group. **Completed**

**6.6 Street lighting:** DCC will reinstall if possible but at the Parish's cost, it could run into £000's. PPC looking for a resolution to the missing No 004 light. **Action: KW to arrange for an article to be included in the March newsletter to find out if residents have any suggestions.** To be considered by the Assets and Amenities Working Group. **Completed**

**6.7 Footpaths** – Footpaths are all in a reasonable condition. DCC Footpath warden to advise on the extent of footpaths. **Action: Clerk to arrange.** Tanya weeks on leave, visit to be arranged following her return from leave.

#### **6.8 Governance Calendar**

The Press and media policy is to be presented at the next meeting. **Action: KW offered to lead on this and to provide a draft for consideration.** Draft was circulated and the policy is being proposed at this meeting.

The Transparency Code and EU Accessibility to information guidelines are to be considered for adoption at the next meeting. **Action: Clerk to add item to next Agenda.** The current meeting agenda is full so this will be proposed at the March 2020 meeting. **Carried forward**

The Insurance policy and cover to be reviewed and proposals presented at next meeting. **Action: Clerk to add item to next Agenda.** This is on the agenda for this meeting item 6.4. **Completed.**

**6.9 Parish Emergency Plan** – Clerk to arrange for Devon Communities together (DCT) to visit and give a presentation on how to devise the Emergency Plan. **Action: Clerk to arrange for DCT to attend council.**

The **Big energy network** scheme will be discussed at the Annual Parish meeting. **Action: Clerk to add to Agenda.**

**6.10 Councillor resignation and vacancies.** Wendy Hopson has resigned from the Parish Council. The Council thanks her for her contribution over many years and for the benefit of her experience. The vacancy has been advertised since 1<sup>st</sup> November. **Action: Clerk to advise MDDC Officer** that we have advertised the vacancy in accordance with requirements and that the Council now to look to co-opt replacement Councillors. Two candidates have come forward; one Nominee is being Co-opted at this meeting, the other is nominated and hopes to be co-opted at the March 2020 meeting. **Completed.**

**7.3 Planning infringement/Enforcement:** The Council received information from a resident relating to a possible planning enforcement issue within the Parish. MDDC have been informed. **Action: Clerk to chase response.**

**8.1 MDDC budget 2020/21** – MDDC are seeking residents' views on their budget plans, comments invited by 6<sup>th</sup> December. **Action: KW to post Information onto the Noticeboard. Completed.**

## **5. Finance**

5.1 Notification of the Cash book position and current balance (RFO) - Approved by Council

5.2 Analysis of expenditure against planned budget (RFO)- Approved by council

5.3 Approval of payments: (RFO) - Approved by council

5.3.1 £90 Hedgerow Print - Newsletter printing and preparation CHQ no 329

5.3.2 £48 PVHT - Village hall rental January 2020 to March 2020 CHQ no 330

5.3.3 £26.40 - Travel and Expenses CHQ no 331

5.3.4 £25.55 - Office sundries, P&P CHQ no 332

5.4 Notification of income in period (RFO) - Clerk advised that £6.24 has been collected and banked from Thornes Farm shop and Cheriton Fitzpaine shop. Noted by Council.

5.5 Approval of clerk's hours November 2019-January 15<sup>th</sup> 2020 (KW). It was noted that the hours have been agreed as 20 for the period. This covers the difference in previous claim values. Salary and HMRC tax/NI to be paid accordingly.

5.6 Approval of the Bank reconciliation (RFO) - Approved by council

5.7 Approval of the 2020/2021 Budget and Precept demand (CHAIR) – Proposed by Chair seconded by PC. Motion Approved. It was also agreed by council that MDDC can deduct the DALC membership fee from the Precept. **Action: Clerk to submit the Precept demand of £3630 as agreed by deadline.**

5.8 Section 137 "Power of last resort" level advised for 2020-2021 at £8.32 (RFO). This was duly noted by Council.

## 6. Governance

**6.1 New Councillor.** Motion to Co-opt new Councillor Nominee Paul Mapp to the council (Chair) - Proposed by KW seconded by PC. Motion Approved. The Chair welcomed Paul Mapp to the Parish Council.

**6.2 Media Policy.** Motion for the approval and adoption of the Media Policy (KW). **Action Clerk: Bring forward to the next meeting.**

**6.3 Code of Conduct.** Motion for the approval and adoption of the Code of Conduct (PC). **Action Clerk: Bring forward to the next meeting.**

**6.4 Procurement.** Motion for the establishment of three new contracts in line with Standing Orders requirements: Newsletter Printing; Amenity Maintenance; and Insurance cover. (KW) Proposed by KW seconded by AW.

A review of the insurance contract has already been undertaken.

### 6.4.1 Insurance (RFO)

The existing insurance policy has been reviewed. The document has been circulated to Councillors. The extent of cover is insufficient for our need. It is proposed that the 1 x Manual worker cover is removed. It is proposed that cover for the Cemetery grounds is to include fallen gravestones. In line with Standing Orders 3 quotations are required and a contract let to the supplier representing best value for money.

The changes to the policy cover were proposed by RFO and seconded by KW. Motion approved. **Action Clerk: To obtain three quotations for renewal of insurance policy to commence on 15th June 2020 and let the contract in accordance with standing orders.**

A review of the remaining two procurement contracts will be undertaken before the next meeting.

### 6.4.2 Amenity Maintenance (KW)

The existing arrangement for grass cutting in the Cemetery is an informal arrangement, this is no longer acceptable as the Standing Orders require 3 quotations for any contract over £250. A specification is to be written and a new contract to be let for Amenity Maintenance in accordance with the Standing Orders.

**Action: Assets and Amenities Working Group to draft the contract specification. Action: Clerk to obtain 3 quotations and let contract to the supplier representing best value for money.** The current supplier will be invited to submit a quote as he is local, and the council has been satisfied with the standard of his work to date.

#### 6.4.3 Newsletter Printing (KW)

The artwork and printing for the newsletter has been carried out on an ad hoc basis, this is no longer acceptable as the Standing Orders require 3 quotations for any contract over £250 pounds. A specification is to be written and a new contract let for newsletter artwork and printing of 4No. Issues. The contract is to be let to the supplier representing best value for money. **Action: KW to draft the contract specification. Action: clerk obtain 3 quotations and let contract in accordance with the Standing Orders.** The current supplier will be invited to submit a quote as the company is local and the council has been satisfied with the standard of their work to date. (Post meeting Note: Paul Mapp offered to set up a mailing list for residents not requiring a printed copy. **Action: KW to include in March 2020 Newsletter for residents to opt to switch to a digital newsletter thereby reducing costs).**

**6.5 Working Groups** – Motion to establish 3No working groups (Chair). Three working groups were proposed Finance and Risk (FRWG), Governance (GWG), and Assets and Amenities (AAWG). The draft Terms of Reference have been circulated to all Councillors for consideration, these are to be further developed by the respective Working Groups and brought back to a future meeting for approval by council.

The establishment of 3 working groups was proposed by KW and seconded by AW. Motion approved.

**6.6 Meeting date change.** Motion to move meeting date in May (PC). The scheduled date for the Annual Parish Council meeting and the Annual Public meeting in May clashes with the date for the Devon County show.

PC proposed that this date be moved to the previous week to enable as many people to attend as possible, this was seconded by KW. The motion is approved. The new date for May meetings is 14<sup>th</sup> May 2020.

## 7. Planning

**7.1 Applications** – Broadridge Farm (Clerk). A planning application for the conversion of an agricultural store to holiday accommodation at Broadridge Farm was received, details were circulated to councillors. No objection or comments were received. The Planning portal was updated to meet the deadline accordingly.

**7.2 Application** - Marsh Farm (Clerk). A planning application for the erection of a Cabin and footpath was received yesterday. **Action All: Comments from councillors to be emailed to the Clerk by the end of the January 2020.**

## 8. Correspondence

**8.1 Highways Road Newsletter** (KW). This communication contained a number of items that may be of interest to the council e.g. Maintenance grants, Footpath grants, Roadwork schemes, Snow Warden scheme. **Action AAWG: Opportunities to be reviewed and considered by the Assets and Amenities Working Group (AAWG) for possible council involvement.**

**8.2 Nominations to Royal Garden Party (KW).** Nomination of Sarah Taragon was unanimously agreed. **Action Clerk: To write to Sarah thanking her for all her work for the children in the Village and to advise that she is the Council nomination for this draw event.**

**8.3 Casual Vacancy on the DALC Committee** – no nominations were received.

**9. Chair's Report (KW).** **Action: KW will prepare all policy documents and propose their adoption at the next meeting.**

**Next meeting:**

Thursday 19<sup>th</sup> March 2020 at 7.30pm in the Village Hall

**Subsequent meetings:** All at 7:30pm in the Village Hall. Except Annual Public Meeting which is at 7:00pm

14<sup>th</sup> May 2020 (Annual Public Meeting and Annual Parish Meeting)

16<sup>th</sup> July 2020

17<sup>th</sup> September 2020

19<sup>th</sup> November 2020

Meeting concluded at 9.10pm.