

## **POUGHILL PARISH COUNCIL**

### **Minutes of the Meeting of the Council 7.30pm 16 July 2020 Held online via Zoom**

**Attendees:** Karen Wellerd (Chair), Polly Colthorpe, Paul Mapp, Jackie Taylor (Clerk)

**Members of the public:** Liz Rogers, Paul Rogers

- 1. Democratic Period** - Public Questions  
None
- 2. Apologies** – Julian Wild, Councillor Squires
- 3. Declaration of Interests** - None received
- 4. Minutes of previous meeting** held on 14<sup>th</sup> May 2020 (Chair)
  - 4.1 Approval of Minutes from previous meeting. These were proposed by KW and seconded by PM
  - 4.2 Update on actions – all actions are raised in the Agenda for the meeting
- 5. Finance**
  - 5.1 Notification of the current financial position. (RFO) Opening balance: £4754.37 – Receipts £176, Payments £1387.18, Balance £3543.19 as at 11.07.2020
  - 5.2 Analysis of payments and receipts against planned budget (RFO). No issues to report. Budget and spend figures can be seen at the foot of the Cash book.
  - 5.3 Notification and Approval of payments in the period: (RFO)
    - 5.3.1 A Cheriton Churchyard maintenance – May and June CHQ 346 £90.00
    - 5.3.2 L Buttery – Annual Audit CHQ 347 - £50.00
    - 5.3.3 Community First - Public liability insurance 2020 – CHQ 349 £213.55
    - 5.3.4 Knight Pest Control Ltd – Chq 350 - £90.00
    - 5.3.5 Hedgerow Print Ltd – Chq- 348 £76.00
    - 5.3.6 Payroll HMRC Tax/Ni – FPO - £28.20
    - 5.3.7 Payroll Clerk – FPO - £113.47
    - 5.3.8 Expenses/Office sundries – FPO - £128.56 KW/PC
    - 5.3.9 Spoiled cheques 318, 335 and 337 - Noted by CouncilThese payments totalling £789.78 were approved by Council. Payments for items 5.3.1 to 5.3.5 were approved outside of the meeting by KW/PC via email. Payments for items 5.3.6 and 5.3.7 were approved outside of the meeting by KW.
  - 5.4 Notification of income for period (RFO) £176
  - 5.5 Approval of the Bank reconciliation (RFO) Opening balance £4754.37 – Received £176 Payments £1387.18 - Balance £3543.19
  - 5.6 AGAR/Annual Audit review of paperwork for approval. The RFO advised that the internal auditor has reviewed and approved our Annual audit and has signed the AGAR paper re Internal audit. The forms have been completed and the council were asked to approve the accounts for 2019/2020. It was agreed that the Chair/RFO will sign the forms and they will be posted up onto the website and Noticeboard on 17th July 2020. The Notice for the Exercise of Public rights dated 14th July 2020, has been advertised on the Noticeboard and on the council website. The dates for the exercise of public rights are 17th July through to

the 28th August 2020 weekdays only. Anyone wishing to review the accounts to contact the RFO.

#### 5.7 F&RWG Updates and recommendations to Council

5.7.1 Motion for the approval of the Risk Register V2 - this was proposed by KW and seconded by PC. Approved

5.7.2 Review of the Financial Regulations rescheduled to September 2020 meeting. The meeting was advised that this will now be dealt with at the September meeting.

### 6. Governance

6.1 Notification of Vacancy for Councillor; Resignation of A Williams. No election is required. A Williams has been thanked for her time as a Councillor. We can now co-opt a replacement. We also don't have a Vice Chair – agreed not to appoint at present. Clerk to arrange a letter of thanks to A Williams.

6.2 Updates and recommendations from the Governance Working Group (GWG). The Council was advised that control measures have been put in place for Version control of documents.

### 7. Asset and Amenity Working Group

7.1 Updates and Recommendations from Asset & Amenity Working Group (A&AWG)

#### **Recommendations:**

1. To dispose of the Honda UMK 435E petrol strimmer at the current market value. Accepted with amendment. Strimmer to be offered to the churchyard maintenance contractor at a nominal cost of £1 as it is understood the contractor has spent his own money on maintaining the strimmer in previous years.
2. To put the investigation of an air ambulance landing site on hold until next year as we have a lot going on this year. Accepted.
3. Not to go ahead with the Snow Warden scheme. We have nowhere to store the grit and spreading grit with a shovel is not going to be very effective and could be dangerous. Salt levels in grit bins and conditions of grit bins to be monitored as per the AMP. – In the meeting the Clerk advised that spreading equipment is provided and that the council had received a volunteer to be the Snow Warden. This has also been raised as something of interest to the community as a part of the budgeting discussions. Not accepted. To be included in the budget build questionnaire.
4. Not to go ahead with the Pothole Repair Scheme. – In the meeting the Clerk advised that this had been raised with her, since this decision was made, by a resident as a part of the budgeting discussions. Not accepted. To be included in the budget build questionnaire
5. Rats in Churchyard - The conclusion of the pest control contractor was that there was no evidence of rats in the churchyard, but there was evidence of mice. The recommendation is to take no further action. Accepted.
6. To cover the churchyard maintenance tasks that are outside of the scope of the current maintenance contract ourselves, getting together work parties if necessary. If we find this isn't manageable then to consider increasing the budget for a contractor to take on the tasks in future years (2021/22 onwards). Accepted.
7. To ask the residents whether they actually want a new cemetery and would be willing to pay for it. Accepted. To be included in the budget build questionnaire.

#### **Updates:** The following updates were noted.

- Wildflower verges - KW to include item in newsletter to encourage residents to sow wildflower seeds where they have verges in front of the property.
- No Parking sign - KW to chase up again.
- Churchyard wall insurance claim progress - insurance company have said the damage is due to wear and tear which is not covered by Buildings Insurance. KW/PM have obtained

further quotes from tree surgeons to remove the ash and holly. The quotes vary from £500 to £936. We will also need to budget for repointing the wall at an estimated cost of £150 for cement or £300 for lime mortar. This will need to be included in the budget for 2021/22.

- Storage of siren - Clerk waiting for response from PVHT – In the meeting the Clerk advised that the secretary had resigned and no replacement found.
- Damaged fingerposts - Clerk to report these to DCC – Clerk contacted our Neighbourhood officer but has not yet heard back, will chase again
- Footpaths - The Cleaves & Fangorn - JT to liaise with the footpath warden about getting the 2 footpaths officially re-routed around the properties. Clerk advised the meeting that the cost would fall to the resident(s).

## **8. Planning**

8.1 Update on the Planning tracker. The council reviewed the Planning tracker.

8.2 Update on Possible Planning infringement - no further news as yet. Clerk will contact Council next week.

## **9. Correspondence**

9.1 Budget- Newsletter responses – Comments have been received regarding the funding of pothole repairs and Snow warden scheme.

9.2 Letter to PVHT re Porch – The Councillors approved a letter to PVHT re Porch. Proposed by PC seconded by KW

## **10. Chair's Report**

The Chair gave her report.

## **11. District Councillor report to Council**

Local Plan Review has been passed by the Inspectorate and is being recommended for adoption. The Pre-application service is to be reinstated. There will be 2 hours free car parking in Tiverton, Crediton and Cullompton.

Clerk to contact the Pyncombe and Playground Trusts to find out whether their respective constitutions require a council nominated representative.

**Next meeting** – Thursday 17<sup>th</sup> September 2020 at 7.30pm location to be confirmed

### **Future dates for the diary:**

19<sup>th</sup> November 2020, 21<sup>st</sup> January 2021, 18<sup>th</sup> March 2021,

20<sup>th</sup> May 2021 – Annual Parish Meeting and Annual Public Meeting

15<sup>th</sup> July 2021

The Chair closed the meeting at 8.15pm.