

Drewsteignton Parish Council.

Minutes of the Parish Council Meeting held on Monday 18th May 2020 at 7:30pm via Zoom.

Parish Councillors Present: Ysanne James (Chair), Peter Brennan (Vice-Chair), John Redman, Anna Imrie, Paul Ridgers & Ian Rowe.

Also in Attendance: Alice Turner (Clerk), James McInnes (County Cllr)
No members of the public in attendance.

BUSINESS TRANSACTED

1.5.20: Welcome.

The Chair of the Council thanked everyone for attending and give brief explanation as to how the meeting will work before formally opening the meeting.

2.5.20: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. The Clerk reported that she had received no apologies from Cllrs.

3.5.20: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the meeting held 16th March 2020.
Cllr Rowe proposed that the minutes of the meeting held on the 16th of March 2020 be approved as a correct record with signing to take place as soon as face to face meetings resume, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/001)

4.5.20: Declarations of Interest: None.

5.5.20: Public Speaking Time (max. 10 minutes).

No members of the public in attendance

County Cllr McInnes addressed the meeting, to highlight the works that DCC are carrying out especially in adult social services and the arrangement that DCC & schools are working on in preparations for schools going back for Reception, years 1 & 6 were possible.

6.5.20: Council Policies & Documents.

a) DPC 004 Scheme of Delegation V.2.0

Cllr James proposed that DPC 004 Scheme of Delegation V2.0 be approved and ratified with immediate effect, seconded Cllr Imrie. All in Favour – Motion Carried (RR2020/002)

b) Addendum to Standing Orders DPC 001-A

Cllr James proposed that DPC 001-A Addendum to Standing Orders V1.0 be approved and ratified with immediate effect, seconded Cllr Brennan. All in Favour – Motion Carried (RR2020/003)

c) Asset register – to receive and approve. (see Agenda Support Document)

Cllr James proposed that the asset register for the 2019-20 year be approved, seconded Cllr Imrie. All in Favour. Motion Carried (RR2020/004)

Cllr Brenna requested that the use of the water trough at lamb park be investigated.

7.5.20: Planning.

a) New Applications:

- i. **0188/20: Conversion of existing timber stable block to domestic garage at Furlong House, Chagford (Mr & Mrs Carew Deverell) – Full Planning Application.**

Cllr Brennan highlighted the main points of the application. Cllr Ridgers raised concerns about bats and swallows, Cllr Brennan pointed out the relevant sections of the ecology report which cover these matters. Cllrs agreed to deal with both applications together.

- ii. **0189/20: Conversion of existing timber stable block to domestic garage at Furlong House, Chagford (Mr & Mrs Carew Deverell) – Listed Building Consent.**

Cllr Ridgers proposed that the council express a neutral view for both full planning application 0188/20 and 0189/20 listed building consent seconded Cllr Rowe. All in Favour – Motion Carried. (RR2020/005)

b) Decisions received:

0045/20	Stone Farm, Stone Lane, Chagford	Change of use part of the barn to tea room together with internal partition, replacement floor and doors,	Conditional Planning Permission Granted
0046/20	Stone Farm, Stone Lane, Chagford	Change of use part of the barn to tea room together with internal partition, replacement floor and doors,	Listed Building Consent Granted
0093/20	Stone Farm, Stone Lane, Chagford,	Installation of battery infrastructure for approved ground mounted solar array,	Listed Building Consent Granted
0031/20	Smallacre, Whiddon Down	Construction of extensions	Conditional Planning Permission Granted

c) Other Planning matters, for information only unless listed:

Cllr Brennan reported that Planning Application 0224/20: Proposed: Alterations and extension to ancillary accommodation at Highfields, Crockernwell, was received after the agenda for the May meeting had been published, the Clerk has contacted DNPA and an extension has been granted to the 16th June to enable discussion at the next Council meeting. Cllr Brennan updated the Council on the Farm shop 2701/18 application and appeal. Cllr Rowe has not received any additional updates. Cllr Ridgers reported updated on the information that WDBC has received in relation to this application. More information via <https://acp.planninginspectorate.gov.uk/ViewCase.aspx?caseid=3230781>

8.5.20: Consultations.

- a) **Castle Drogo Woodland Plan. (Cllr Brennan): To Consider formal response. Document circulated to Cllrs and available from the Clerk.**

Cllr Brennan proposed that the council respond that they are in support of the plan and request that they keep the council informed as they proceed, seconded Cllr James. All in Favour – Motion Carried. (RR2020/006)

- b) **Dartmoor National Park Management Plan Consultation (Chair). To Consider formal response. (see Agenda support document)**

Clerk agreed to formulate response from Cllrs Comments and circulated the draft document to Cllrs for feedback prior to submission.

9.5.20: Other Business.

- a) **Annual DALC/NALC Subscription – for approval.**

Cllr James proposed that the annual subscription to DALC/NALC be approved, seconded Cllr Brennan. All in favour. Motion Carried (RR2020/007)

b) Drewe Arms – Petition & discussion of options to support registered community asset. (Cllr Brennan)

Cllr Brennan updated the council on the current situation, he also pointed out that there is a petition on the save our pub platform. He informed the Council that the Drewe Arms is not a registered community asset, and suggested that this might be something worth looking into. Following discussions Cllr Brennan proposed that the Drewe Arms be registered as an asset of community value, seconded Cllr Ridgers All in favour. Motion Carried (RR2020/008) Cllr Imrie proposed that both the Post Inn and Fingle Bridge be registered as an asset of community value, seconded Cllr James All in favour. Motion Carried (RR2020/009)

c) Insurance Renewal – To be presented at the meeting.

The Clerk presented the quote for Insurance from 1st June 2020 to 31st May 2021 to the Council. This is for the last year of the 3year LTA agreement which the Council are signed up to. The quote is for £572.51 the Clerk informed the Council that the payment needs to be with the Insurance Company by the 31st of May in order for the council to be covered, due to the time that it is taking to get cheques signed during COVID-19 she has offered to pay the renewal if the Council will approve a cheque be made out to her for re-imburement. Cllr Ridgers proposed that the council approve the insurance renewal for £572.51 and approve the Clerk to pay the renewal and be reimbursed by cheque, seconded Cllr Brennan. All in Favour – Motion Carried (RR2020/010)

d) Update on DAAT light works (Clerk)

The Clerk reported that she had been in contact with Western Power Distribution(WPD) regarding the installation of the electricity supply for the DAAT night landing light and was informed that WPD are only carrying out essential works at present i.e. repairs, but as soon as they are able they will contact the Clerk to arrange a date for works to commence.

e) Update on Car Park (Cllr Redman/Brennan)

Cllr Brennan reported that the no liability Sign is in place. Cllr Redman asked that the contractor be contacted and thanked for the quality of work he is carrying out, including the grass cutting and spraying the weeds.

10.5.20: Finance.

a) Financial schedule of payments presented at the meeting. (Appendix A)

Cllr James proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved, seconded Cllr Ridgers. All in Favour. Motion carried. (RR2020/011)

b) Bank reconciliation. – Presented at the meeting. (Appendix B)

Cllr James proposed that the bank reconciliation as presented by the Clerk at the meeting be approved, seconded Cllr Brennan. All in Favour – Motion Carried (RR2020/012)

c) Year-end budget report 2019-2020 – Presented at the meeting. (Appendix C)

Cllr Ridgers proposed that the year-end budget report for 2019-2020 as presented by the Clerk at the meeting be approved, seconded Cllr James. All in Favour – Motion Carried (RR2020/013)

11.5.20: Cllr Reports for information.

Cllr Rowe reported that Whiddon Down VH have received £10k from DCC, and that the wall is being re-rendered. Cllr Rowe previously reported fallen tree from Barns Close into Methodist chapel grounds and covering headstones. Another tree is looking dangerous and has been reported to DCC as it could pose a hazard to the highway.

Cllr Brennan, reported that there are concerns in Drewsteignton regards social distancing in light of additional people in the village.

The Chair reported that the next meeting will be held on Monday 15th June 2020 via Zoom. There being no further items the Chair closed the meeting at 21.07pm.

(Appendix A): Financial Schedule.**Payments for Retrospective Approval unless marked with a ***

Pymt Ref	Amount	Payee	Details	Power
PM2021/001	£11.63	SWW Business	Water to Playing Field	LG(MP)A 1976 S.19
PM2021/002	£270.00	M.E. Garden Maintenance	Grass cutting at Whiddon Down	Highways Act 1980 S.96
PM2021/003	£305.00	M.E. Garden Maintenance	Maintenance at Drewsteignton Car Park	Road traffic regulation act 1984 S.57 (1) (b)
PM2021/004	£74.00	Parish Mag Printers Ltd.	Outstanding invoice from 30.09.19	LGA 1972 S.142
PM2021/005	£107.00	Playsafety Limited	ROSPA inspection of Play equipment	LG(MP)A 1976 S.19
PM2021/006	£74.00	Parish Mag. Printers Ltd.	Parish Post April 2020	LGA 1972 S.142
PM2021/007	£185.50	D.A.L.C	Annual Subscription Fee	LGA 1972 S.143 (1) (b)
PM2021/008	£80.00	M.J. Rowe	Cleaning of Public Toilets (March 2020)	Public Health Act 1936 S.87
PM2021/009	£10.00	Whiddon Down Village Hall	Hall Hire March 2020	LGA 1972 S.111
PM2021/010	£495.00	New Beginnings 2014 ltd	DCC Covid-19 grant to Drewe Arms	LGA 1972 S.137
PM2021/011	£96.00	Andrew Parrott	Round Ash - Transfer of email accounts and annual hosting fee	LGA 1972 S.142
PM2021/012	£54.91	EDF Energy	Electric for Public Toilets	Public Health Act 1936 S.87
PM2021/013	£177.94	Alice Turner	Clerks Expenses (April)	LGA 1972 S.112
PM2021/014	£475.50	Alice Turner	Clerks Salary 16.3.20 - 19.4.20	LGA 1972 S.112
PM2021/015	£13.00	HMRC	PAYE income tax	LGA 1972 S.112
PM2021/016	£74.00	Parish Mag. Printers Ltd.	May Invoice Parish Post	LGA 1972 S.142
PM2021/017 *	£132.12	Alice Turner	Clerks Expenses (May)	LGA 1972 S.111 & S.112
PM2021/018 *	£400.60	Alice Turner	Clerks Salary 20.4.20 - 17.5.20	LGA 1972 S.112
TOTAL	£3,036.20			

Receipts since Last Meeting

Payment ref	Pymt method	Details	Amount
PR2021/001	Bacs	WDBC Locality Grant for DAAT night landing light	£500.00
PR2021/002	Bacs	DCC Covid-19 Grant for Drewe Arms	£495.00
PR2021/003	Bacs	WDBC 1st Half Precept	£7,051.00
		TOTAL	£8,046.00

Monies held as Reserves

Amount	Details
£1,000.00	Election
£3,000.00	General
£3,600.00	Major Works
£1,076.35	DAAT night landing light (originally £12337.86)
£3,423.93	Asset Maintenance Fund
£1,000.00	Lengthsman
£13,100.28	TOTAL

Bank Total (As at 31st March 2020)	£38,007.35
Payments presented 1-10-19 to date.	£20,051.72
Plus Receipts since statement	£8,352.84
Less Money held as reserves	£13,100.28
Available Balance	£13,208.19

(Appendix B): Bank reconciliation**Bank Reconciliation date 31/03/2020.**

	<u>Amount</u>	<u>Total</u>
Reserve Account as at 1st April 2019	£14,248.63	
Current Account as at 1st April 2019	£100.00	
Balance per bank statements as at 1st April 2019:		<u>£14,348.63</u>
Plus: total of Receipts	£30,388.82	£44,737.45
Less: total of Payments	<u>£23,957.16</u>	£20,780.29
Plus: Payments unpresented	<u>£10.00</u>	£20,790.29
Net balances as at 31st March 2020		<u>£20,790.29</u>
 Bank Balance as per statement 31st March 2020		 £20,790.29
Difference		£0.00

(Appendix C): Year-End Budget report 01.04.2019 to 31.03.2020.

Budget Heading	2019-20 Approved budget	Actual Spend 2019-20	Difference	Over /Under Budget	Comments
S.137	£70.00	£210.42	-£140.42	Over	Wreath not budgeted for. Other expenditure fell under S.137 power
Hall Hire	£150.00	£167.50	-£17.50	Over	
Clerks Salary & Costs	£5,080.00	£6,165.34	-£1,085.34	Over	Mileage was not included in original Budget & additional hours for overlap of clerks & approved O/T.
Office Expenses	£520.00	£1,017.18	-£497.18	Over	New Laptop and software required.
Training	£100.00	£205.00	-£105.00	Over	CLRs & Clerks Training required
Public Toilets	£1,700.00	£1,260.42	£439.58	Under	
Insurance	£470.00	£484.64	-£14.64	Over	
Drewsteignton Village Garden	£200.00	£0.00	£200.00	Under	
Car Park Maint.	£575.00	£305.00	£270.00	Under	
Grants & Donations	£1,150.00	£1,250.00	-£100.00	Over	
General Repairs/maint.	£500.00	£379.57	£120.43	Under	
Audit Fees	£0.00	£158.10	-£158.10	Over	New Internal Auditor
Playing Field	£500.00	£556.39	-£56.39	Over	
Utilities	£50.00	£0.00	£50.00	Under	
Subscriptions	£170.00	£164.22	£5.78	Under	
Parish Post	£888.00	£917.00	-£29.00	Over	
Lengthsman	£1,000.00	£1,000.00	£0.00	On Budget	Transferred to Earmarked Reserve.
Misc./other	1200	0	£1,200.00	Under	
TOTALS	£14,323.00	£14,240.78	£82.22	Under	Overall, Under Budget for this financial year.

Signed as a true record: Ysanne James Chair/Vice Chair

Printed: YSANNE JAMES. Date: 15th June 2020