

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
Clerk.DrewsteigntonPC@outlook.com / 01837 83484

Minutes of the Parish Council Meeting held on Monday 20th July 2020 at 7:30pm via Zoom.

Parish Councillors Present: Peter Brennan (Vice-Chair), Anna Imrie, Paul Ridgers & Ian Rowe (arrived 8.10pm).

Also in Attendance: Alice Turner (Clerk). No members of the public in attendance.

BUSINESS TRANSACTED.

1.7.20: Welcome.

Vice-Chair of the Council stepped in to Chair the meeting.

2.7.20: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Cllr Redman had sent his apologies due to a work commitment.

Cllr Ridgers proposed that apologies from Cllr Redman (work) be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/024)

3.7.20: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the following meetings:

- i. Ordinary meeting on Monday 15th June 2020
- ii. Extra-ordinary meeting on Thursday 25th June 2020

Cllr Imrie proposed that the minutes of the ordinary meeting held on Monday 15th June 2020 and the Minutes of the extra-ordinary meeting held on Thursday 25th June 2020 be approved as a true and accurate record with signing to take place as soon as physical meetings resume, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/025)

4.7.20: Declarations of Interest. None

5.7.20: Public Speaking Time (max. 10 minutes). None

6.7.20: Internal Audit

- a) **To review the amended response to Internal Audit and review of effectiveness in light of discussions with Internal Auditor at extra-ordinary meeting on 25th June 2020. (Cllr Brennan) (see Agenda Support Document)**

Cllrs raised no further comments or concerns of the document circulated as part of the agenda support document.

Cllr Ridgers proposed that the response to Internal audit be approved as presented in the Agenda support document, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/026)

Cllr Imrie proposed that the review of the effectiveness of Internal Auditor as presented in the agenda support document be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/027)

Cllr Imrie proposed that the review of the effectiveness of Internal as presented in the agenda support document be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/028)

7.7.20: Year End Accounts. (Clerk)

- a) To complete and approve Annual Governance Statement 2019-20 Part 3. (see Agenda Support Document).**

Cllrs reviewed the document and Cllr Ridgers proposed that the Council approve the Annual governance statement as completed by the council at the meeting, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/029)

- b) To approve Annual Accounting statement 2019-20 & supporting documents. (See Agenda Support document)**

Cllr Brennan proposed that the Annual Accounting Statement and supporting documents as presented in the Agenda Support Document be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/030)

- c) To approve dates for Exercise of Public rights. (Monday 31st August to Friday 9th October 2020)**

Cllr Ridgers proposed that the proposed dates for the exercise of public rights (Monday 31st August to Friday 9th October 2020) be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/031)

8.7.20: Planning.

a) New Applications:

- i. 0319/20 Use of land as 14 touring pitches (in lieu of previously approved camping pods ref. 0690/14) and the relocation of two pods onto two existing touring pitches at Woodland Springs, Drewsteignton - Mr & Mrs Hughes

Cllrs discussed the application and Cllr Brennan proposed that the Council offer a neutral view on application 0319/20, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/032)

b) Decisions received:

Number	Location	Proposal	DNPA Decision
0224/20	Highfields, Crockernwell, Exeter EX6 6NN	Alterations and extension to ancillary accommodation	Conditional Planning permission granted.

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

- i. **To receive guidance from DNPA on field shelters (See Agenda Support Document)**
Cllrs noted the guidance.

Cllr Rowe arrived at 8.10pm no interests were declared.

- ii. **Whiddon Down Farm Shop Appeal - consider further response to Planning Inspectorate invitation (deadline 23 July 2020) (Cllr Brennan)**

Cllr Brennan reported on the current status of the appeal. Cllrs discussed the matter and agreed that they were in favour of requesting a public hearing on site rather than the decision being made by written representation alone.

Cllr Brennan proposed that the Council submit a written response as discussed at the meeting, seconded Cllr Ridgers. 3 in Favour, 1 abstention – Motion Carried. (RR2020/033)

- iii. **0323/20: Removal of two stud wall on first floor to create two double bedrooms at Lambert Barn, Lambert Lane, Crockernwell – Listed Building Consent (deadline 5th August) Mr P. Redbourn**

Cllrs did not feel that it was necessary to call an extra-ordinary meeting to discuss this planning application.

- iv. **Cllrs were informed that DNPA 0230/20 & 0233/20 - Furlong House Erection of barn for the storage of agricultural feed and bedding applications have been withdrawn.**

9.7.20: Other Business.

a) Reopening of the public toilets. (Chair)

Cllrs to consider if and when it is safe to do so. (See agenda support document for guidance information.)

The Cleaner has confirmed that he is happy to resume cleaning when the Council decide. Cllrs discussed the matter and Cllr Brennan proposed that both the ladies and gents' toilets be reopened as soon as possible, seconded Cllr Rowe. All in Favour – Motion Carried.

(RR2020/034)

The Clerk was instructed to contact the Cleaner and inform him of the Councils decision.

b) Reopening of the Playing-field (Clerk)

To consider the reopening of the play area. (See agenda support document for guidance information.)

The Clerk reported that a ROSPA inspection was undertaken in March 2020 prior to lockdown. Cllr Brennan proposed that the council contact the playing field committee and ask them to ensure that issues raised in the ROSPA inspection have been remedied and review the current condition of the equipment, and once they have reported back to the council that the works have been done and that the equipment is in a good state of repair, that the Clerk be authorised to re-open the playing field, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/035)

c) Roundabout at Whiddon Down (Clerk)

To consider correspondence from parishioner.

Cllrs discussed the correspondence and agreed that the Council supports the volunteers who are working hard to maintain and enhance the appearance of Whiddon Down.

The council was concerned to hear reports of volunteers being verbally abused and noted that harassment of volunteers and desecration of areas planted was not acceptable. Okehampton Police are aware and have spoken to the volunteers about their concerns.

Cllrs asked the Clerk to contact the volunteers and ask if they would benefit from attending any training to support their work.

d) To Approve Clerks Annual Leave from 27th July to 9th August inclusive.

Cllr Brennan proposed that the Clerks annual leave from the 27th of July to the 9th of August inclusive be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/036)

10.7.20: Finance.

a) To approve financial schedule of payments as presented by the Clerk at the meeting. (Appendix A)

Cllr Brennan proposed that the financial schedule of payments as presented by the Clerk be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/037)

b) To receive 1st quarter budget report (see Agenda Support Document) (Appendix B)

Cllr Brennan proposed that the 1st quarter budget report be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/038)

11.7.20: Cllr & Clerks Reports for information.

Councillors are to use this opportunity to report matters of information not included elsewhere on the Agenda. This is not an opportunity for debate or decision making.

a) Cllr Redman – Update on works to car park entrance. (See agenda support document)

Cllrs were pleased with the works carried out and thanked Cllr Redman for all his work on this matter.

Cllr Rowe reported that there were trees between Barn Close and Whiddon Down chapel graveyard, this were reported to DCC Highways and will be dealt with soon.

Cllr Rowe reported that Whiddon Down Village Hall are carrying out external and internal works and are looking to reopen in the near future.

Cllr Brennan reported that the MVAS is currently in Crockernwell and the battery had to be replaced after just 3 weeks operation..

The Clerk reported that the Drewsteignton Church rooms are not looking to reopen this calendar year.

12.7.20 Part II Public Bodies (Admission to Meetings) Act 1960 s1(2)

a) Resolution to move the council to part II

Cllr Brennan proposed that the council move to Part II due to the commercially sensitive nature of the item being discussed, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/039)

b) Lease for the Drewsteignton Toilet Block (Clerk)

To receive 3 quotation for works from solicitors.

c) Vice-Chair returned the meeting to public session.

d) Resolution(s)

Cllr Brennan proposed that the council accept the quote from Foot Anstey for £450+VAT and land registry fee of £40 and engage them to act on behalf of the Parish Council in relation of the lease for the Drewsteignton Toilet Block, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/040)

There being no further items of business the Vice-Chair declared the meeting closed at 9.02pm

Appendix A: Financial Schedule.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power
PM2021/023	£74.00	Parish Mag Printers Ltd	July Edition of Parish Post	LGA 1972 S.142
PM2021/024	£482.10	Alice Turner	Clerks Salary 15.6.20 - 19.7.20	LGA 1972 S.112
PM2021/025	£100.96	Alice Turner	Clerks Expenses	LG(MP)A 1976 S.19 / LGA 1972 S.111 & S.112
PM2021/026	£22.19	EDF Energy	Electric to Public WC's	Public Health Act 1936 S.87
PM2021/027	£6.40	HMRC	PAYE Income Tax deducted	LGA 1972 S.112
PM2021/028	£2.56	SWW Business	Water to Playing Field	LG(MP)A 1976 S.19
TOTAL	£688.21			

Receipts since last meeting:

Payment ref	Payment method	Details	Amount
PR2021/004	Bacs	Last Year VAT reclaim	£2,107.25
PR2021/005	Bacs	Interest (Reserve Account)	£4.07
PR2021/006	Bacs	Interest (Reserve Account)	£4.67
PR2021/007	Bacs	Interest (Reserve Account)	£0.24
TOTAL			£2,116.23

Monies held as Reserves:

Amount	Details
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£1,500.00	Election
£3,000.00	General
£3,600.00	Major Works
£1,076.35	DAAT night landing light (original £12337.86)
£3,423.93	Asset Maintenance Fund
£1,000.00	Lengthsman
£13,600.28	TOTAL

Bank Total as of 30th June 2020	£27,393.81
Payments Pending	£1,314.31
Plus Receipts not in bank total	£0.00
Less Money in reserves	£13,600.28
Available Balance	£12,479.22

Appendix B: 1st quarter Budget Report.

INCOME	2020/21 Budget	Income received to 30/06/2020	Difference	Comments
Precept	£14,102.00	£7,051.00	£-7,051.00	1st Half precept received
Other (interest & 2x Honesty Boxes)	£500.00	£4.31	£-495.69	Interest only
Grants	£0.00	£995.00	£995.00	£500 Locality Grant for DAAT light & £495 DCC Covid Grant
TOTAL	£14,602.00	£8,050.31	£-6,551.69	

	2020/21 Budget	Budget Spent to 30/06/2020
STAFF COSTS	£6,600.00	£1,447.71
ADMINISTRATION	£3,130.00	£1,473.51
RUNNING COSTS	£2,475.00	£459.95
PROFESSIONAL FEES	£745.00	£322.11
ASSETS	£13,340.00	£9,384.59
GRANTS/DONATIONS	£1,750.00	£0.00
S.137	£120.00	£0.00
UNBUDGETED SPENDING	£0.00	£495.00
TOTAL	£28,160.00	£13,582.87

	2020/21 Budget	Budget Spent to 30/06/2020	Budget Remaining	Over / Under / On Budget	Notes
STAFF COSTS	£6,600.00	£1,447.71	£5,152.29	UNDER	
Clerk Salary & Costs (inc Mileage)	£6,000.00	£1,315.59	£4,684.41	UNDER	
Clerk expenses/office expenses	£600.00	£132.12	£467.88	UNDER	
ADMINISTRATION	£3,130.00	£1,473.51	£1,656.49	UNDER	

Election	£500.00	£500.00	£0.00	ON	£500 added to Earmarked Reserve
Insurance	£550.00	£572.51	-£22.51	OVER	
Website (inc email hosting)	£700.00	£80.00	£620.00	UNDER	
Hall Hire	£200.00	£10.00	£190.00	UNDER	
Norton	£60.00	£0.00	£60.00	UNDER	
Parish Post	£920.00	£296.00	£624.00	UNDER	
Training	£200.00	£15.00	£185.00	UNDER	
Contingency	£0.00	£0.00	£0.00	ON	
RUNNING COSTS	£2,475.00	£459.95	£2,015.05	UNDER	
WC's Cleaning & Electric	£1,700.00	£133.74	£1,566.26	UNDER	
Car park Maintenance	£575.00	£56.21	£518.79	UNDER	
Drewsteignton Village Garden	£200.00	£0.00	£200.00	UNDER	
Playing field	£0.00	£0.00	£0.00	ON	
Lengthsman	£0.00	£270.00	-£270.00	OVER	To be taken from Reserve if Council approve.
PROFESSIONAL FEES	£745.00	£322.11	£422.89	UNDER	
Audit internal & external	£525.00	£158.10	£366.90	UNDER	
Data Protection Registration (I.C.O)	£40.00	£0.00	£40.00	UNDER	
Subscriptions	£180.00	£164.01	£15.99	UNDER	
ASSETS	£13,340.00	£9,384.59	£3,955.41	UNDER	
Maintenance & Repairs	£500.00	£0.00	£500.00	UNDER	
Purchases	£12,840.00	£9,384.59	£3,455.41	UNDER	£12338 is for DAAT light
GRANTS/DONATIONS	£1,750.00	£0.00	£1,750.00	UNDER	
Graveyard Grant	£450.00	£0.00	£450.00	UNDER	
Playing field	£500.00	£0.00	£500.00	UNDER	
Grants/Donations	£800.00	£0.00	£800.00	UNDER	
S.137	£120.00	£0.00	£120.00	UNDER	
S.137	£120.00	£0.00	£120.00	UNDER	
UNBUDGETED SPENDING	£0.00	£495.00	-£495.00	OVER	DCC Covid-19

					Grant Paid out
TOTAL	£28,160.00	£13,582.8 7	£14,577.13	UNDER	

Signed as a true record: Y. James Chair/Vice Chair

Printed: Ysanne James. Date: 17th August 2020