

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
Clerk@drewsteigntonparish.co.uk / 01837 83484

Minutes of the Parish Council Meeting held on Monday 18th January 2021 at 7.30pm via Zoom.

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

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

BUSINESS TRANSACTED.

1.1.21: Welcome.

In the absence of the Chair, Cllr Brennan took the Chair and opened the meeting giving a brief explanation as to meeting protocols. The meeting was informed the meeting that recording was in progress to aid the Clerk in the preparation of the minutes.

2.1.21: 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 apologies from Cllr James (unwell)

Cllr Imrie proposed that apologies from Cllr James (unwell) be approved, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2020/086)

3.1.21: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the meeting held on Monday 14th December 2020. Cllr Ridgers proposed that the minutes of the virtual meeting held on Monday 14th December 2020 be approved as a true and accurate record with signing to take place once physical meetings resume, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2020/087)

4.1.21: Declarations of Interest. None.

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

6.1.21: Report from County Cllr. McInnes – No report received.

7.1.21: Council Policies & Documents.

Cllrs to consider the draft policies presented for approval and ratification.

a) DPC 022 Cllr Email & Own Device Policy V1.0 Draft

Following discussions Cllr Brennan proposed that DPC 022 Cllr Email & Own device Policy V1.0 be approved and ratified with the minor typographical amendments made as discussed at the meeting, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/088)

8.1.21: Planning.

a) New Applications: (from DNPA unless otherwise stated)

i. 0609/20: Construction of outdoor riding school for private use and small lean-to extension to existing barn at East Tordown, Drewsteignton (J Colton) Extension granted: 19-01-21.

Following discussion Cllr Rowe proposed that the council Support application 0609/20 as is low key and unobstructive to the surrounding landscape, seconded Cllr Redman. All in Favour – Motion Carried. (RR2020/089)

ii. 0011/21: Use of existing garden building for ancillary living accommodation

(retrospective) at Rose Cottage, Drewsteignton (Mr D Williams) – Deadline 29-01-21.

Following discussions Cllr Redman proposed that the council submit a neutral view on application 0011/21, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/090)

b) Decisions received: See Meeting support document - Noted

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Meeting date: 18-01-2021

Initialled as a correct record: PB

c) **Planning Decisions Pending: See Meeting support document - Noted**

d) **Other Planning matters, for information only unless listed:**

The Clerk reported that new application 0014/21 Improvements to trackways at Hannicombe and Charles Wood at Castle Drogo, Drewsteignton had been received, an extension has been requested.

9.1.21: Current & New Business.

a) **Judging of Poster Competition (Chair)**

Cllrs reviewed the 4 submitted posters which had been anonymised by the Clerk and agreed that First Place should go to poster 4, Second Place to poster 2 and Highly Commended to posters 1 & 3. The Clerk agreed to notify entrants and to obtain prices from printers for 8x A3 size outdoor posters of Poster 4 for discussion at the next meeting.

b) **Naming of Cllrs as proposer/seconder in minutes (Cllr Brennan)**

Cllrs to discuss if they wish to amend the current practice of naming Cllrs as proposer and seconder, and if so to what extent prior to a Special Motion being submitted for decision at the February meeting (if applicable).

Cllr Brennan opened discussions on this item and asked Cllrs for their thoughts.

Cllrs discussed this and reviewed several possible options and decided that they would carry on as they are for the time being.

c) **MVAS deployment plan (Cllr Brennan)– See Meeting Support Document.**

Cllrs discussed the plan included in the meeting support document.

[Cllr Rowe proposed that the actions listed in item 4 of the report by approved, seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2020/091\)](#)

d) **Asset register & annual inspection (Cllr Brennan) – See Meeting Support Document.**

Cllrs discussed the asset register and identified locations of benches and discussed condition of assets.

It was agreed that the Clerk would update the asset register and get quotes for repairs to the sundial in the Village Garden.

Cllrs went on to discuss the car park report included in the meeting support document and agreed that most actions would be best carried out at a community day once Covid restrictions allow.

The Clerk informed the council that Mr A Whatley had expressed in interest in quoting to prune the apple trees in the car park, Cllrs asked the Clerk to obtain a quote for consideration.

e) **Safety concerns from Parishioner regarding bus stop (Chair/Clerk) – See Meeting Support Document.**

Cllr discussed this matter and asked the Clerk to contact DCC Highways and refer this issue to them and ask if there is any solution, for example a layby.

10.1.21: Finance (Clerk).

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

[See Appendix A for financial schedule and virements.](#)

Cllrs reviewed the documents presented by the Clerk. [Cllr Brennan proposed that financial schedule of payments as presented by the Clerk be approved, seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2020/092\)](#)

[Cllr Brennan proposed that the virements recommended by the clerk be approved, seconded Cllr Redman. All in Favour – Motion Carried. \(RR2020/093\)](#)

b) **To receive 3rd quarter budget report: Circulated to Cllrs & available at the meeting.**

[See Appendix B for 3rd quarter budget report as presented to the Council.](#)

Cllrs reviewed the document presented by the Clerk and had no queries.

c) **To consider draft 2021-2022 Budget and precept recommendation: Circulated to Cllrs & available at the meeting.**

[See Appendix C for the draft 2021-22 budget and precept recommendations as presented to the Council.](#)

Cllr Ridgers left the meeting due to technical issues, the meeting remained quorate.

Cllr Brennan proposed that a budget of £13760.00 be approved for the 2021-22 financial year and that following the recommendation of the Clerk that a precept request for 2021-22 of £13410.00 be submitted by the Clerk on behalf of the Council, seconded Cllr Redman. All in Favour – Motion Carried. (RR2020/094)

11.1.21: Cllr & Clerks Reports: to include.

Councillors are reminded that this is not an opportunity for debate or decision making merely items for information.

a) Update on Website (Clerk)

Clerk reported that she hoped that the new website would be live this month.

b) Update on IA Actions (Clerk)

The Clerk reported that only the disciplinary procedure was outstanding from the Internal Audit, Cllr Ridgers had previously agreed to try to obtain a copy of WDBC procedure for consideration.

c) Update of DAAT night landing light installation of Meter (Clerk).

The Clerk reported that installation of the meter was booked for the 27th of January with the electrician due on the 28th to sign everything off and issue paperwork. A representative of DAAT will be invited to the February meeting.

d) Clerks additional employment (Clerk)

Under the terms of her contract the Clerk informed the Council that she has accepted the position of Clerk & R.F.O to Monkleigh Parish Council and will be starting in February, date tbc.

e) Other reports

Cllr Rowe reported that the Post Inn in Whiddon Down is doing takeaway on Friday and Saturday evenings.

It was reported that the Toilets are locked at present, Clerk to contact National trust and ask if they have been locking the toilets.

Cllr Redman reported that the hedge at the Playing Field needs cutting – Clerk to check lease regarding maintenance and if necessary contact Playing field committee and about cutting arrangements.

Cllrs queried who owned the Village Garden, the Clerk agreed to look on land registry and check Council archive.

12.1.21: Confirmation of next meeting:

The next Council meeting will be held on Monday 15th February 2021 7.30pm via Zoom.

13.1.21 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 sensitive nature of the items being discussed, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2020/095)

Under DPC-001-A 8b (Addendum to Standing Orders – Remote meetings) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

Cllrs and Clerk confirmed that no other persons were present who are not entitled to be (hearing or seeing), and/or recording the meeting

b) Discussion on Clerks hours and possible amendment to contract. (Cllr Brennan)

c) To receive quotes for Chartered Surveyor in relation to Toilet Block lease. (Clerk)

d) The Chair to returned the meeting to public session.

e) Resolution(s)

Item b): Cllr Brennan proposed that the Council approve the amended contract as discussed as of 01-02-2021 and issue to the Clerk, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/096)

Item c): Clerk to obtain quotes from Surveyors to carry out survey of the Toilet block.

There being no further business the Chair declared the meeting closed at 9.23pm.

Appendix A: Financial schedule and virements.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2021/060	£488.00	Alice Turner	Clerks Salary	LGA 1972 S.112	Staff costs/Clerks Salary& Costs
PM2021/061	£80.00	M.J. Rowe	Cleaning of Public WC's Nov 2020	Public Health Act 1936 S.87	Running Costs/ WC's
PM2021/062	£80.00	M.J. Rowe	Cleaning of Public WC's Dec 2020	Public Health Act 1936 S.87	Running Costs/ WC's
PM2021/063	£74.00	Parish Printers Ltd.	January 2021 Invoice	LGA 1972 S.142	Admin/Parish Post
PM2021/064	£190.00	A. Whatley	Maintenance of Village Garden April - Dec 2020	Open Spaces Act 1906 S.10	Running Costs/Village Garden
PM2021/065	£13.51	SWW Business	Water to Playing Field	LG(MP) A 1976 S.19	Running Costs/Playing Field
PM2021/066	£14.00	HMRC	PAYE deductions	LGA 1972 S.112	Staff costs/Clerks Salary& Costs
TOTAL	£939.51				

Monies held as Reserves:

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£730.00	Lengthsman (Earmarked Reserve)
£1,876.92	Major Assets Fund (Earmarked Reserve)
£1,261.46	DAAT night landing light (Earmarked Reserve)
£1,423.93	Asset Maintenance Fund (Earmarked Reserve)
£2,484.51	Council Contingency (General Reserve)
£9,276.82	TOTAL

Bank Total as of 30th November 2020	£21,881.68
Payments Pending	£3,345.69
Plus Receipts not in bank total	£80.00
Less Money in reserves	£9,276.82
Available Balance	£9,339.17

Virements for Approval:

From	Amount	To
Admin/Training	£22.51	Admin/Insurance
Grants Donations/Graveyards	£450.00	Earmarked reserve "Grants/Donations"
Grants Donations/Playing field	£500.00	Earmarked reserve "Grants/Donations"
Grants Donations/grants donations	£800.00	Earmarked reserve "Grants/Donations"
Admin / Norton	£28.75	Running Costs / Playing field
Admin / Hall Hire	£180.00	Running Costs / village garden
S.137/S.137	£90.00	Running Costs / Lengthsman
Assets/purchases	£2.14	Running Costs / Lengthsman
Prof Fees/ subscriptions	£15.99	Running Costs / Lengthsman
Earmarked reserve "Lengthsman"	£161.87	Running Costs / Lengthsman

Appendix B: 3rd quarter budget report.

INCOME	2020/21 Budget	Income received to 31/12/2020	Difference	Comments
Precept	£14,102.00	£14,102.00	£0.00	
Other (interest & 2x Honesty Boxes)	£500.00	£407.98	-\$92.02	
Grants	£0.00	£995.00	£995.00	£500 Locality Grant for DAAT light and £495 DCC Covid Grant
TOTAL	£14,602.00	£15,504.98	£902.98	

	2020/21 Budget	Budget Spent to 31/12/2020
STAFF COSTS	£6,600.00	£4,519.95
ADMINISTRATION	£3,130.00	£1,942.91
RUNNING COSTS	£2,745.00	£1,761.72
PROFESSIONAL FEES	£745.00	£362.11
ASSETS	£13,340.00	£12,892.99
GRANTS/DONATIONS	£1,750.00	£0.00
S.137	£120.00	£30.00
UNBUDGETED SPENDING	£8,307.30	£8,802.30
TOTAL	£36,737.30	£30,311.98

	2020/21 Budget	Budget Spent to 31/12/2020	Budget Remaining	Over / Under / On Budget	Notes
STAFF COSTS	£6,600.00	£4,519.95	£2,080.05	UNDER	
Clerk Salary & Costs (Inc. Mileage)	£6,000.00	£4,105.22	£1,894.78	UNDER	
Clerk expenses/office expenses	£600.00	£414.73	£185.27	UNDER	

ADMINISTRATION	£3,130.00	£1,942.91	£1,187.09	UNDER	
Election	£500.00	£500.00	£0.00	ON	
Insurance	£550.00	£572.51	£22.51	OVER	Virement recommended
Website (Inc. email hosting)	£700.00	£110.00	£590.00	UNDER	
Hall Hire	£200.00	£10.00	£190.00	UNDER	
Norton	£60.00	£24.40	£35.60	UNDER	
Parish Post	£920.00	£666.00	£254.00	UNDER	
Training	£200.00	£60.00	£140.00	UNDER	
Contingency	£0.00	£0.00	£0.00	ON	
RUNNING COSTS	£2,745.00	£1,761.72	£983.28	UNDER	
WC's Cleaning & Electric	£1,700.00	£550.27	£1,149.73	UNDER	
Car park Maintenance	£575.00	£466.21	£108.79	UNDER	
Drewsteignton Village Garden	£200.00	£190.00	£10.00	UNDER	
Playing field	£0.00	£15.24	£15.24	OVER	Virement recommended
Lengthsman	£270.00	£540.00	£270.00	OVER	Virement recommended
PROFESSIONAL FEES	£745.00	£362.11	£382.89	UNDER	
Audit internal & external	£525.00	£158.10	£366.90	UNDER	
Data Protection Registration (I.C.O)	£40.00	£40.00	£0.00	ON	
Subscriptions	£180.00	£164.01	£15.99	UNDER	
ASSETS	£13,340.00	£12,892.99	£447.01	UNDER	
Maintenance & Repairs	£500.00	£55.13	£444.87	UNDER	
Purchases	£12,840.00	£12,837.86	£2.14	UNDER	
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	£30.00	£90.00	UNDER	
S.137	£120.00	£30.00	£90.00	UNDER	
UNBUDGETED SPENDING OR FROM RESERVES	£8,307.30	£8,802.30	£495.00	OVER	£495 DCC Covid-19 Grant. rest is

					payments from reserves
TOTAL	£36,737.30	£30,311.98	£6,425.32	UNDER	

Appendix C: 2021-22 Budget & Precept recommendation.

Precept recommendation:

I recommend that the council consider setting a precept of £13410 for the 2021-2022 financial year which with the reduced tax base (see table below) is a reduction against last year's precept of 2.93%.

Tax Base of 2021-2022 (figures from WDBC):

Tax base for 2020-21	356.25
Changes to tax base	-7.21
Tax base for 2021-22	349.04

Precept calculator from WDBC:

2021-22 precept request	£13,410.00
The Band D parish rate will be:	£38.42
This is an increase/(decrease) of: (in comparison to 2020/21)	(£1.16) or -2.93%

2021-2022 Budget breakdown:

INCOME	Draft Budget			
	2020/21 Budget	Actual Income to 31.12.20	Predicted income to Year end	2021/22 Draft Budget
Precept	£14,102.00	£14,102.00	£14,102.00	£13,410.00
Other (interest & Honesty Boxes)	£500.00	£407.98	£450.00	£350.00
Grants	£0.00	£995.00	£995.00	£0.00
TOTAL	£14,602.00	£15,504.98	£15,547.00	£13,760.00

	2020/21 Budget	Actual Expenditure to 31.12.20	Predicted Expenditure to Year end	2021/22 Draft Budget
STAFF COSTS	£6,600.00	£3,546.86	£5,795.26	£5,950.00
ADMINISTRATION	£3,130.00	£1,660.91	£2,684.91	£2,120.00
RUNNING COSTS	£2,525.00	£768.25	£1,875.00	£4,325.00
PROFESSIONAL FEES	£745.00	£322.11	£574.01	£615.00
ASSETS	£13,340.00	£12,837.86	£12,904.86	£700.00
GRANTS/DONATIONS	£1,750.00	£0.00	£0.00	£0.00
S.137	£120.00	£495.00	£525.00	£50.00
TOTAL	£28,210.00	£19,630.99	£24,359.04	£13,760.00

	2020/21 Budget	Actual Expenditure to 31.12.20	Predicted Expenditure to Year end	2021/22 Draft Budget
STAFF COSTS	£6,600.00	£3,546.86	£5,795.26	£5,950.00
Clerk Salary & Costs (Inc. Mileage)	£6,000.00	£3,253.66	£5,362.06	£5,500.00
Clerk expenses/office expenses	£600.00	£293.20	£433.20	£450.00
ADMINISTRATION	£3,130.00	£1,660.91	£2,684.91	£2,120.00
Election	£500.00	£500.00	£500.00	£0.00
Insurance	£550.00	£572.51	£572.51	£600.00
IT costs	£700.00	£80.00	£600.00	£250.00
Hall Hire	£200.00	£10.00	£10.00	£200.00
Norton	£60.00	£24.40	£24.40	£0.00
Parish Post	£920.00	£444.00	£888.00	£920.00
Training	£200.00	£30.00	£90.00	£150.00
RUNNING COSTS	£2,525.00	£768.25	£1,875.00	£4,325.00
WC's (Cleaning, water & electric)	£1,700.00	£426.80	£1,000.00	£1,900.00
WC's (Rates + other)	£0.00	£0.00	£0.00	£1,100.00
Car park Maintenance	£575.00	£56.21	£365.00	£575.00
Village Garden (Drewsteignton)	£200.00	£0.00	£190.00	£200.00
Playing field (inc. DAAT Light)	£0.00	£15.24	£50.00	£250.00
Lengthsman	£0.00	£270.00	£270.00	£300.00
PROFESSIONAL FEES	£745.00	£322.11	£574.01	£615.00
Audit internal & external	£525.00	£158.10	£370.00	£400.00
Data Protection Registration (I.C.O)	£40.00	£0.00	£40.00	£40.00
Subscriptions	£180.00	£164.01	£164.01	£175.00
ASSETS	£13,340.00	£12,837.86	£12,904.86	£700.00
Maintenance & Repairs	£500.00	£0.00	£67.00	£500.00
Purchases	£12,840.00	£12,837.86	£12,837.86	£200.00
GRANTS/DONATIONS	£1,750.00	£0.00	£0.00	£0.00
Graveyard Grant	£450.00	£0.00	£0.00	£0.00
Playing field	£500.00	£0.00	£0.00	£0.00
Grants/Donations	£800.00	£0.00	£0.00	£0.00
S.137	£120.00	£495.00	£525.00	£50.00
S.137	£120.00	£495.00	£525.00	£50.00
TOTAL	£28,210.00	£19,630.99	£24,359.04	£13,760.00

Prepared by Alice Turner R.F.O

Signed as a true record: P. Brennan

Printed: Cllr Peter Brennan. Date: 15th February 2021