

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
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Minutes of the Parish Council Meeting held on Thursday 29th April 2021 at 7.30pm via Zoom.

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

Also in Attendance: Alice Turner (Parish Clerk), County Cllr James McInnes, Richard Taylor (speaker from Chagford Cricket Club) & Samantha Johnstone (speaker from Drewsteignton Allotments). No members of the public were present.

BUSINESS TRANSACTED.

1.4.21: Welcome.

Cllr Brennan as acting Chair of the Council opened by 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 and that, the recording would be deleted once the draft minutes were published to the council website.

2.4.21: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Apologies from Cllr James (unwell) were received by the Clerk. [Cllr Brennan proposed that apologies for absence from Cllr James \(unwell\) be approved, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2020/118\)](#)

3.4.21: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the meeting held on Monday 15th March 2021. [Cllr Brennan proposed that the minutes of the Virtual Meeting held on Monday 15th March 2021 be approved, with signing to take place at a future time, seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2020/119\)](#)

4.4.21: Declarations of Interest – None.

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

a) Samantha Johnstone – Update on Drewsteignton Allotments Commitment.

Samantha Johnstone introduced herself to the Council and reported that thanks to adverts in the Parish Post and on the Drewsteignton Parish website & Facebook pages all of the 12 allotments are now full.

b) Richard Taylor– Agenda Item 10.4.21 c) Funding request from Chagford Cricket Club.

Richard Taylor (Treasurer) attended the meeting on behalf of Chris Mount (Chair) of the Chagford Cricket Club who was unable to attend tonight, and was invited to address the Council by Cllr Brennan.

Mr Taylor updated the Council on the workings of the Club and the current project and fund-raising activities, including that £7500 has been raised by crowd funding and the Club is hoping to utilise a £10k interest free loan (to be repaid over 5 years).

Mr Taylor report that any donation from the Council will be match funded by a private benefactor.

[Cllr Redman left at 7.46pm due to technical issues]

6.4.21: To receive a report from County Cllr. McInnes

Potholes: The Potholes in the Square, Drewsteignton have been logged on the DCC reporting issues site ([Report a problem - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/report-a-problem-roads-and-transport)).

Schools: last week there were 7 case of covid from Children in Devon.

Cllr McInnes' [Annual report can be found on the website](#)

[Cllr Rowe left due to technical issues]

7.4.21: Council Policies & Documents

Cllrs to consider the draft documents presented for approval & ratification.

a) Annual Planner 2021-22 (See “Supporting Document 7.4.21 a) Annual Planner 2021-22”)

Cllr Brennan proposed that the 2021-2022 Annual Planner be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/120)

8.4.21 Year End Financial documents. (Clerk)

a) To receive Internal Audit Report for financial year 2020-21.

Cllrs noted the Internal Auditors Report and her Comments. All the Cllrs thanked the Clerk for closing out all action items from the previous year's Internal Audit which resulted in a positive report for the 2020-2021 financial year.

b) To approve Certificate of Exemption from External Audit for the 2020-2021 year.

Cllr Ridgers proposed that the Council Certify themselves as exempt from External Audit and that the Certificate be completed and Submitted to the External Auditor, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/121)

c) To complete and approve Annual Governance Statement 2020-21.

Cllrs discussed the Annual Governance Statement and completed the Document virtually at the meeting. Cllr Ridgers proposed that the Annual Governance Statement 2020-21 be approved as completed in the meeting, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/122)

d) To approve Annual Accounting Statement 2020-21 & supporting documents.

Cllr Brennan proposed that the Annual Accounting Statement 2020-21 be approved, seconded Cllr Imrie All in Favour – Motion Carried. (RR2020/123)

e) To approve dates for Exercise of Public rights. (2nd June 2021 to 15th July 2021).

Cllr Brennan proposed that the 2nd of June to 15th July 2021 be approved as the dates for Exercise of Public Right for the 2020-2021 Accounts, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/124)

9.4.21: Planning (Chair)

a) Planning decisions received.

Number	Location	Proposal	DNPA Decision
0080/21	East Tordown, Drewsteignton	Extension and change of use of barn and adjacent field from agriculture to mixed use - agriculture and the keeping of horses. Construction of an outdoor riding school for private use.	Granted

b) Planning decisions pending – See Meeting Support Document.

c) Other Planning matters, for information only unless listed on agenda: None

10.4.21: Current & New Business.

a) Update on Post Office in Drewsteignton (Cllr Imrie/Clerk)

The Clerk reported that she had received the following email from the Drewsteignton Post Office: The Royal Mail are not going to change their mind over the closure of the sorting office as it makes financial and organisational sense to their operation. We have now heard that they are looking at closing the rest of the rural delivery offices and moving everything to either Exeter or Newton Abbott.

We have made application to the Post office for their exceptional funding but the issue with this is that this fund is paid from a grant directly from government and that fund will be exhausted in April 2022. Given the pressure on the public purse it is hard to imagine that this grant will be extended. We and many others have been in contact with our MP but he has completely failed to address the points we have raised about this grant which as he is Chair of the Treasury Select Committee does feel particularly galling.

At this time the best we can hope for is the Post Office agreeing the exceptional funding which will at least give us a stay of execution for 8 months, beyond that it is very hard to see a way forward to maintaining a viable business in the Village

County Cllr McInnes had no additional information to add.

Cllr Ridgers summarised a report that he received from the Rt. Hon Mel Stride MP (Extracts included below):

‘Drewsteignton branch, in addition to the Post Office, also has a Royal Mail delivery operation. Royal Mail pay the Postmaster a fee for the area of the premises they use for the preparation of mail for delivery and for the supervision of the delivery team. However, Royal Mail has given the Postmaster notice that they are withdrawing the mailwork element from them and relocating it elsewhere in August 2021.

The decision to close the mailwork operation at Drewsteignton Post Office is a commercial decision by Royal Mail. Post Office Ltd and Royal Mail are now separate organisations and the decision to terminate the arrangement at Drewsteignton Post Office, whilst regrettable, is one we cannot influence.

We are offering support to the current Postmaster at Drewsteignton and they will receive a year of mailwork remuneration as compensation at the end of the six-month notice period, in August 2021. We have also have discussed the option to apply to Post Office Ltd for exceptional funding and have provided the information for the Postmaster to do this.

We remain in contact with the Postmaster and will do all we can to support them to maintain Post Office services to our customers in the area.’

- b) Consideration of ¼ contribution to Clerk’s attendance on the following Virtual SLCC Training webinars: Getting the most from your WordPress website, Cost to the Council, £9 inc. VAT & New Code of Conduct, Cost to the Council, £9 inc. VAT.**

Cllr Brennan proposed that the Council approve paying ¼ of the total cost for the Clerk’s attendance on the following Virtual SLCC Training webinars: Getting the most from your WordPress website, Cost to the Council, £9 inc. VAT & New Code of Conduct, Cost to the Council, £9 inc. VAT, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/125)

Power to spend: LGA S.111 Funding Source: Admin/Training

- c) Funding request from Chagford Cricket Club (see Meeting Support Document)**

Cllrs discussed the matter and Cllr Ridgers proposed that the Council offer a donation of £250 to Chagford Cricket Club, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/126)

Cllrs noted that this will be match funded giving the Club £500 towards the project

Power to Spend: LGA 1972 s.137. (Expenditure in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.)

Funding Source: EMR “Grants & Donations.

Action: Clerk to right to Chagford Cricket Club regarding the Councils decision.

- d) Damaged Posts at the junction of Turnpike Road and Chapel Hill, Whiddon Down. (Cllr Rowe) (see Meeting Support Document)**

Following discussion Cllr Imrie proposed that the Bollard at the junction of Turnpike Road and Chapel Hill, Whiddon Down be replaced, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2020/127)

Action: Clerk to write to County Cllr McInnes and Russel Hookway (new Neighbourhood Highways Officer) asking them to action replacement of Bollard. Clerk to contact highways and check their ownership and timetable for replacement

- e) Approval of Clerk becoming a signatory on the NatWest Account & setting up Online Banking (Clerk) (Documents to be presented at the meeting)**

Cllr Brennan proposed that the Council Approve the Clerk becoming a signatory on the NatWest Account & setting up Online Banking, with the forms to be completed and signed accordingly, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/128)

11.4.21: Finance (Clerk). Documents circulated to Cllrs and available at the meeting.

- a) To approve financial schedule of payments as presented at the meeting. ([Appendix A](#))

[Cllr Rowe re-joined the meeting at 8.20pm]

Cllr Brennan 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. (RR2020/129)

- b) To receive Year-end Budget report. ([Appendix B](#))

Cllr Brennan proposed that the Year-End Budget Report be accepted and that the proposed virements be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/130)

12.4.21: Cllr & Clerks Reports:

Cllr Ridgers asked about Parish Post “Council News” in current edition – The Clerk highlighted Press and Media Policy and Chair to ask Cllr James to send future submissions to the Chair and Clerk for checking the content prior to submission.

Cllr Rowe reported that Whiddon Down Village Hall is hoping to open as soon as possible after the 17th May, they have completed the redecoration of the Kitchen and toilets.

The Clerk reported that she had attended a SLCC Webinar “Operation London Bridge” – Clerk to discuss with Church and WDBC & DCC and bring draft protocol to July/August meeting for Council Consideration.

13.4.21: Confirmation of next meetings:

- a) The Annual Council meeting to Wednesday 5th May 7pm prompt start via Zoom (Room open from 6.45pm).
b) Monday 21st June 2021 7.30pm at Whiddon Down Village Hall – Subject to Covid restrictions/guidance in force at the time.

There being no other business the Chair declared the meeting closed at 8.51 pm.

Appendix A: Financial Schedule 29th April 2021.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/001	£74.00	Parish Mag Printers Ltd.	April Edition of Parish Post	LGA 1972 S.142	Admin/Parish Post
PM2022/002	£150.00	Melanie Bickell	Year End Internal Audit 2020-21	LGA 1972 S.111	Prof. Fees/ Audit
PM2022/003	£80.00	M. J. Rowe	March Invoice Cleaning WC's	Public Health Act 1936 S.87	Running Costs/WC's
PM2022/004	£131.27	Alice Turner	Clerks Expenses	LGA 1972 S.111 & S.112 / Public Health Act 1936 S.87 / LG(MP)A 1976 S.19	S.C/Office exp & S.C/Clerks Salary & Admin/Training & R.C/ WC's & R.C/ Playing Field
PM2022/005	£278.61	Alice Turner	Clerks Salary (15.3.21 - 4.4.21)	LGA 1972 S.112	Staff Costs/ Clerks Salary & Costs
TOTAL	£713.88				

Receipts received:

Payment ref	Payment method	Details	Amount
PR2022/001	Bacs	Precept (1 st Half)	£6,705.00
PR2022/002	Dep	Honesty Boxes	£26.00
TOTAL:			£6,731.00

Monies held as Reserves:

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£568.13	Lengthsman (Earmarked Reserve)
£2,314.61	Major Assets Fund (Earmarked Reserve)
£1,261.46	DAAT night landing light (Earmarked Reserve)
£1,868.80	Asset Maintenance Fund (Earmarked Reserve)
£3,014.02	Council Contingency (General Reserve)
£1,750.00	Grants & Donations (Earmarked Reserve)
£1,200.00	Toilet Block Fund (Lease & Associated costs)
£13,477.02	TOTAL

Bank Situation:

Bank Total as of 31st March 2021	£17,843.30
Payments Pending	£1,435.54
Plus Receipts not in bank total	£6,731.00
Less Money in reserves	£13,477.02
Available Balance	£9,661.74

Appendix B: Year-End 2020-21 Budget Report including Virements.**Income**

INCOME	2020/21 Budget	Income to 31/03/2021	Difference	Comments
Precept	£14,102.00	£14,102.00	£0.00	
Other (Interest & 2x Honesty Boxes)	£500.00	£423.47	£-76.53	Reduced income from Honesty boxes.
Grants	£0.00	£2,195.00	£2,195.00	£500 Grant (DAAT light), £495 DCC Covid Grant & £1200 Grants for Toilets.
TOTAL	£14,602.00	£16,720.47	£2,118.47	

Expenditure:

	Original 2020-21 Budget	2020/21 Budget (inc. virement)	Budget Spent to 31/03/2021	Difference	Over / Under / On Budget	Notes
STAFF COSTS	£6,600.00	£6,600.00	£5,891.38	£708.62	Under	
Clerk Salary & Costs	£6,000.00	£6,000.00	£5,386.65	£613.35	Under	
Office expenses	£600.00	£600.00	£504.73	£95.27	Under	Virement Recommended

ADMIN	£3,130.00	£2,921.25	£2,639.91	£281.34	Under	On Budget if Virements approved
Election	£500.00	£500.00	£500.00	£0.00	On	
Insurance	£550.00	£572.51	£572.51	£0.00	On	
Website	£700.00	£700.00	£560.00	£140.00	Under	Virement Recommended
Hall Hire	£200.00	£20.00	£10.00	£10.00	Under	Virement Recommended
Norton	£60.00	£31.25	£24.40	£6.85	Under	Virement Recommended
Parish Post	£920.00	£920.00	£888.00	£32.00	Under	Virement Recommended
Training	£200.00	£177.49	£85.00	£92.49	Under	Virement Recommended
RUNNING COSTS	£2,745.00	£3,223.75	£2,875.56	£348.19	Under	On Budget if Virements approved
WC's	£1,700.00	£1,700.00	£1,371.10	£328.90	Under	Virement Recommended
Car park Maint.	£575.00	£575.00	£466.21	£108.79	Under	Virement Recommended
Village Garden	£200.00	£380.00	£380.00	£0.00	On	
Playing field	£0.00	£28.75	£118.25	-£89.50	On	£89.50 is from 2021-22 budget paid early
Lengthsman	£270.00	£540.00	£540.00	£0.00	On	
PROF. FEES	£745.00	£715.01	£562.11	£152.90	Under	On Budget if Virements approved
Audit	£525.00	£511.00	£358.10	£152.90	Under	Virement Recommended
I.C.O	£40.00	£40.00	£40.00	£0.00	On	
Subscriptions	£180.00	£164.01	£164.01	£0.00	On	
ASSETS	£13,340.00	£13,351.86	£12,906.99	£444.87	Under	On Budget if Virements approved
Maint. & Repairs	£500.00	£500.00	£55.13	£444.87	Under	Virement Recommended
Purchases	£12,840.00	£12,851.86	£12,851.86	£0.00	On	
GRANTS/DO NATIONS	£1,750.00	£0.00	£0.00	£0.00	On	
Graveyard Grant	£450.00	£0.00	£0.00	£0.00	On	EMR created
Playing field	£500.00	£0.00	£0.00	£0.00	On	EMR created
Grant/Donations	£800.00	£0.00	£0.00	£0.00	On	EMR created

S.137	£120.00	£30.00	£30.00	£0.00	On	
S.137	£120.00	£30.00	£30.00	£0.00	On	
Unbudgeted Spending or from Reserves	£0.00	£8,307.30	£8,802.30	-£495.00	OVER	£495 Covid-19 Grant rest is payments from reserves
TOTAL	£28,430.00	£35,149.17	£33,708.25	£1,440.92	Under	£28.85 under Budget if Virements all approved.

Virements recommended at Year-End:

From	Amount	To
Admin/Training	£92.49	Council Contingency (General Reserve)
Admin/Website	£140.00	Council Contingency (General Reserve)
Admin/Hall Hire	£10.00	Council Contingency (General Reserve)
Admin/Norton	£6.85	Council Contingency (General Reserve)
Admin/Parish post	£32.00	Council Contingency (General Reserve)
Assets/Maint. & Repairs	£444.87	Asset Maintenance Fund (Earmarked Reserve)
Prof. Fees/Audit	£152.90	Council Contingency (General Reserve)
Running Cost/Wc's	£328.90	Major Assets Fund (Earmarked Reserve)
Running Cost/Car Park	£108.79	Major Assets Fund (Earmarked Reserve)
Staff Costs/Office Exp.	£95.27	Council Contingency (General Reserve)
TOTAL	£1,412.07	<i>Prepared by Alice Turner (R.F.O)</i>

Signed as a true record: Peter Brennan

Printed: Cllr. Peter Brennan. Date: 21st June 2021