

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
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Minutes of the Annual Parish Council Meeting held on Wednesday 5th May 2021 at 7pm via Zoom.

*This meeting was held virtually in accordance with The Local Authorities (Coronavirus)
(Flexibility of Local Authority Meetings) (England) Regulations 2020.*

Councillors Present: Peter Brennan (Chair), Anna Imrie, Paul Ridgers, John Redman & Ian Rowe (7.20pm).

Also in Attendance: Alice Turner (Parish Clerk).

BUSINESS TRANSACTED.

1.5.21: Welcome.

Cllr Brennan as Chair 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.

2.5.21: Election of Chair

To include arrangements for signing of declaration of acceptance of office forms.
Cllr Imrie proposed Cllr Brennan for the position of Chair, seconded Cllr Ridgers, Cllr Brennan accepted the nomination, there were no other nominations received. **All in Favour Motion Carried. (RR2021/001)**

The Clerk to arrange signing of declaration of acceptance of office form in line with Covid regulations.

3.5.21 Election of Vice-Chair

Deferred to next meeting as none of the Cllrs present were willing to stand.

4.5.21 Apologies for absence:

Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting. Apologies from County Cllr James McInnes. No other apologies received.

5.5.21: Declarations of Interest. None.

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

7.5.21: To receive a report from County Cllr. McInnes

The Clerk reported that the following update on the Pot holes in the Square had been received from County Cllr McInnes:

The site has been visited and all the potholes that meet the safety defect requirements have been reported to DCC Highways gang to repair. This should hopefully sort out the issue here. Highways will try to keep this site in mind if some extra funding/resource becomes available. In terms of Potholes I would really encourage the use of this website to report potholes:
<https://www.devon.gov.uk/roadsandtransport/report-a-problem/report-a-pothole/>

It sends information out to the DCC Highways Gangs pretty quickly and providing it meets the safety defect requirements a repair is carried out pretty quickly usually.

8.5.21 Council Documents & Policies

Cllrs discussed the following policies & documents:

a) DPC 001 Standing Orders V3.0 R1

Cllr Brennan proposed that DPC 001 Standing Orders V3.0 R1 be approved with no amendments, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/002)

b) DPC 002 Code of Conduct V1.0 R1

Cllr Brennan proposed that DPC 002 Code of Conduct V1.0 R1 be approved with no amendments, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/003)

c) DPC 003 Financial Regulations V2.0 – Draft for consideration.

Cllr Brennan proposed that DPC 003 Financial Regulations V2.0 be approved and ratified with immediate effect, seconded Cllr Ridgers. All in Favour Motion Carried. (RR2021/004)

[Cllr Rowe joined the meeting at 7.20pm]

d) DPC 004 Scheme of Delegation V2.0 R1

Cllr Brennan proposed that DPC 004 Scheme of Delegation V2.0 R1 be approved with no amendments, seconded Cllr Rowe. All in Favour Motion Carried. (RR2021/005)

e) DPC 005 Data Retention & Disposal policy V1.0 R1

Cllr Brennan proposed that DPC 005 Data Retention & Disposal policy V1.0 R1 be approved with no amendments, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/006)

9.5.21 Annual Review and approval of:

a) Annual Subscription to NALC/DALC £179.55

Cllr Ridgers proposed that the annual subscription to NALC/DALC of £179.55 be approved, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/007)

b) Cllrs membership on external groups (see Meeting support Document)

<u>Description</u>	<u>Cllr appointed</u>
Whiddon Down Village Hall	Cllr Ian Rowe
Drewsteignton Car Park	Cllr John Redman
Drewsteignton Village Hall	Cllr Anna Imrie
Dartmoor National Park Authority	Cllr Ysanne James
Eastern Links	Cllr Anna Imrie
Playing Field Committee	Cllr Brennan
Snow Warden	Cllr John Redman (pending confirmation from DCC)
Drewsteignton Parish Facebook Page	Cllr Ysanne James
Parish Post	Cllr Ysanne James

Cllr Ridgers proposed that Cllrs membership on external groups be approved as discussed, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/008)

c) Asset register

Cllrs discussed the document and the Clerk spotted an error in the register included in the meeting support Document the amend version can be found in [Appendix A](#).

Cllr Ridgers proposed that the asset register as amended at the meeting be approved, seconded Cllr Brennan. All in Favour Motion Carried. (RR2021/009)

d) To Review & Approve the Council's insurance. Documents presented at meeting.

Clerk to circulate and action under scheme of delegation. Review insurance for next year in Nov then contact Came & Company for quote.

10.5.21: Planning (Chair)

a) Planning decisions received and decisions pending– See Meeting Support Document.
Noted by Cllrs

b) Other Planning matters, for information only unless listed on agenda: None raised.

11.5.21: Finance (Clerk) Documents available at the meeting.

a) To approve financial schedule of payments as presented by the Clerk ([Appendix B](#)).

The Clerk presented the financial schedule to the Council and raised concerns about the payment to EDF, and said that she would contact DAAT and other night landing sites to ask how much electric they use per quarter. Cllr Redman said he would carry out weekly meeting readings between now and next meeting to give a clearer idea as to usage.

The Clerk also agreed to ask the Playing field Committee if something could be done to ensure that the light cannot be turned on by unauthorised users.

Cllr Brennan proposed that the financial schedule as presented by the Clerk to the meeting be approved, seconded Cllr Rowe. All in Favour Motion Carried. (RR2021/010)

b) To Consider Schedule of Clerks Salary 2021-22

Cllr Brennan proposed that the schedule of smoothed Clerks Salary for 2021-2022 as presented be approved, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/011)

12.5.21: Cllr & Clerks Reports/Items for future agendas. None raised.

13.5.21: Confirmation of next meeting:

The next meeting of the Council will be on Monday 21st June 2021 at 7.30pm at Whiddon Down Village Hall (subject to Covid guidance in force at the time).

There being no other business the Chair declared the meeting closed at 7.51pm.

Appendix A: Amended Asset Register.

Asset	Cost to Council	Date acquired	Location
<u>LAND</u>			
Drewsteignton Car Park	£1.00		Drewsteignton
Drewsteignton Playing field	£1.00		Drewsteignton
<u>BUILDINGS/STRUCTURES</u>			
Commemorative Millennium stone	£199.75	June 2000	Village Square, Drewsteignton
4 x Millennium boundary Stones	£1.00		Various locations
Trafalgar Way Project plaque	£1.00		Crockernwell
7 x Benches	£1,409.75		Various locations
Memorial Bench	£1,042.80		Drewsteignton
5 x Bus Stops	£5,637.80		2 x Whiddon Down 2x Crockernwell 1x Drewsteignton
Large oak Bench with Granite ends	£665.53		Drewsteignton Village Garden
Sculptured Stone Bird Bath	£1,147.46		Drewsteignton
Granite Table	£791.75		Drewsteignton
Oak Gate	£229.49		Drewsteignton Village Garden
WW1 Centenary memorial sundial	£1.00		Drewsteignton
Shed	£1.00		Playing Field
Generator & shed	£1.00		Playing Field
<u>EQUIPMENT</u>			
MVAS sign (SWARCO)	£3,053.23		Various locations
7 MVAS Posts	£201.00		Various locations
3 draw filling cabinet	£161.79		Clerks Residence

Laptop (Dell Latitude)	£310.80	June 2016	Clerks Residence
Laptop (Lenovo ideapad 330)	£319.98	Oct-19	Clerks Residence
Chair's Chain of Office	£478.02		Chairs Residence
Laptop Bag	£9.98	Oct-19	Clerks Residence
External Hard Drive(1TB) & Case	£45.73	Oct-19	Clerks Residence
Encrypted USB Memory stick	£25.00		Clerks Residence
Wireless Mouse	£6.99	Oct-19	Clerks Residence
Climbing frame and ground matting	£1.00		Playing Field
Play Fort, including a slide	£1.00		Playing Field
Wendy house	£1.00		Playing Field
Zip wire	£1.00		Playing Field
Junior Swing set (2 seat)	£1.00		Playing Field
Toddler swing set (2 seat)	£1.00		Playing Field
Tractor sprung rocker	£1.00		Playing Field
Volleyball net	£1.00		Playing Field
Rope bridge	£1.00		Playing Field
Tug of war rope	£1.00		Playing Field
Greasy pole,	£1.00		Playing Field
Mats and mattresses	£1.00		Playing Field
Water slide plastic sheeting	£1.00		Playing Field
4 large metal table & bench sets	£1.00		Playing Field
5-a-side football posts.	£1.00		Playing Field
large gas operated barbecue.	£1.00		Playing field Shed
Water Heater & Water Boiler	£1.00		Playing field Shed
Football goal posts	£1.00		Playing Field
Noughts & Crosses board	£1.00		Playing Field
Stone Bench	£1.00		Playing Field
Wooden Bench	£1.00		Playing Field
Picnic Table	£1.00		Playing Field
Cooker	£1.00		Playing field Shed
Kitchen Units	£1.00		Playing field Shed
Slide	£1.00		Playing Field
Total	£15,568.85		

Appendix B: Financial schedule.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/006	£179.55	DALC	Annual Subscription fee to NALC & DALC	LGA 1972 s.143 (1)(b)	Prof. Fees/Subs
PM2022/007	£80.00	M.J. Rowe	April Invoice Cleaning WC's	Public Health	Running Costs/WC's

				Act 1936 S.87	
PM2022/008	£371.08	EDF Energy	Electric to Playing field/DAAT light	Public Health Act 1936 s.234	EMR DAAT Night landing light
PM2022/009	£74.00	Parish Mag Printers Ltd	May edition of Parish Post	LGA 1972 S.142	Admin/Parish Post
TOTAL	£704.63				

Monies held as Reserves: Note EMR = Earmarked Reserve

Amount	Details
£1,500.00	Election (EMR)
£568.13	Lengthsman (EMR)
£2,752.30	Major Assets Fund (EMR)
£890.38	DAAT (night landing light) (EMR)
£2,313.67	Asset Maintenance Fund (EMR)
£3,543.53	Council Contingency (General Reserve)
£1,750.00	Grants & Donations (EMR)
£1,200.00	Toilet Block Fund (Lease & costs) (EMR)
£14,518.01	TOTAL

Bank Situation:

Bank Total as of 31st March 2021	£17,843.30
Payments Pending	£1,418.51
Plus Receipts not in bank total	£6,731.00
Less Money in reserves	£14,518.01
Available Balance	£8,637.78

Signed as a true record: *Peter Brennan*

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