

# 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 Tuesday 10<sup>th</sup> August 2021 7.15pm at Whiddon Down Village Hall Car Park.

**Cllrs Present:** Peter Brennan (Chair), Anna Imrie & John Redman.

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

### **BUSINESS TRANSACTED.**

#### **1.8.21: Welcome.**

The Chair of the Council opened the meeting and thanked everyone for attending.

#### **2.8.21: Apologies for absence.**

Apologies were received from Cllr Rowe (personal reasons) and Cllr Ridgers (prior commitment). Cllr Brennan proposed that apologies from Cllr Ridgers (prior commitment) and Cllr Rowe (personal reasons) be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/033)

#### **3.8.21: Minutes of the Last Meeting (available on the website).**

Cllrs to consider the approval of Minutes of the meeting held on Monday 19<sup>th</sup> July 2021. Cllr Brennan proposed that the Minutes of the meeting held on Monday 19<sup>th</sup> July 2021 be approved and signed as a true and accurate record, seconded Cllr Redman. All in Favour – Motion Carried. (RR2021/034)

#### **4.8.21: Declarations of Interest – None declared at this time.**

#### **5.8.21: Public Speaking Time (max. 10 minutes) – None present.**

#### **6.8.21: Planning (Chair)**

- a) **New Application 0379/21 Application for a Lawful Development Certificate: Use as B1 light industrial - light carpentry and joinery works, ancillary wood storage, office, etc. at Weir Mill, Drewsteignton – Mr R McKelvie – Extension granted 11th August 2021.**

Cllrs Brennan, Redman & Imrie reported that they had attended a site visit for this application and following discussions Cllr Redman proposed that the Council support application 0379/21 Application for a Lawful Development Certificate: Use as B1 light industrial - light carpentry and joinery works, ancillary wood storage, office, etc. at Weir Mill, Drewsteignton, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/035)

Cllr Brennan agreed to circulate notes from the site visit to Cllrs for their information.

- b) **Other Planning matters, for information only unless listed on agenda:**

Cllrs noted receipt of the following applications:

- 0392/21: Proposed: New loggia, window alteration and re-open existing doorway at Netherton House, Drewsteignton – Cllrs requested an extension until the 24<sup>th</sup> of August, with the Clerk to arrange a site visit and extra-ordinary meeting (23/08/21) to discuss. **Action: Clerk.**
- 0438/21: Proposed: Erection of self-build carpentry workshop and studio space at Higher Hopsyard, Drewsteignton Cllrs asked the Clerk to arrange a site visit and extra-ordinary meeting (23/08/21) to discuss. **Action: Clerk.**
- 0427/21: Proposed: Renew cement-based render to north elevations and insulated lime render to east, west and south elevations of farmhouse and repair cob and stone walls at East Fingle Farm, Crockernwell – to be discussed at extra-ordinary meeting (23/08/21).

### 7.8.21 Current Business:

- a) Footpath inspection allocation to be arranged at the meeting (Chair) – Deferred.

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

- a) To approve financial schedule of payments as presented by the Clerk. ([Appendix A](#))  
Cllr Brennan proposed that the financial schedule of payments including bank & cash book reconciliation as presented by the Clerk at the meeting be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/036)

### 9.8.21: Cllr & Clerks Reports & items for future agendas: No items raised.

### 10.8.21: Confirmation of next meetings:

- Monday 23<sup>rd</sup> August 2021 7.15pm at Drewsteignton Bus Shelter (dependant on confirmation of site visits – [See website for confirmation and agenda](#)).
- Monday 20<sup>th</sup> September 2021 7.30pm at Whiddon Down Village Hall.

There being no further business the Chair closed the meeting at 7.30pm

### Appendix A: Financial schedule including Bank & Cash book Reconciliation.

#### Pre-authorised Payments:

| Payment Ref                              | Amount         | Payee        | Details                     | Power             | Funding Source                                 | Approval RR & Mins       |
|--|----------------|--------------|-----------------------------|-------------------|--|--------------------------|
| PM2022/028<br>Cheque dated<br>07/09/2021 | £386.54        | Alice Turner | Clerks Salary (August 2021) | LGA 1972<br>S.112 | Staff<br>Costs/<br>Clerks<br>Salary<br>& Costs | RR2021/011<br>11.5.21 b) |
| <b>TOTAL</b>                             | <b>£386.54</b> |              |                             |                   |  |                          |

#### Payments for Authorisation/(Retrospective) approval:

| Payment Ref  | Amount         | Payee                     | Details                                      | Power                          | Funding Source                                       |
|--------------|----------------|---------------------------|--|--------------------------------|--|
| PM2022/024   | £24.00         | Whiddon Down Village Hall | June & July Hall Hire                        | LGA 1972<br>S.111              | Admin/<br>Hall Hire                                  |
| PM2022/025   | £74.00         | Parish Mag Printers Ltd   | August Edition of Parish Post                | LGA 1972<br>S.142              | Admin /<br>Parish Post                               |
| PM2022/026   | £142.00        | M. J. Rowe                | Cleaning the Toilet block & materials (July) | Public Health Act 1936<br>S.87 | Running Costs /<br>WC's (Gen)                        |
| PM2022/027   | £66.06         | Alice Turner              | Clerks Expenses (August)                     | LGA 1972<br>S.111              | Staff costs/Clerks Costs<br>& Staff Costs/Office Exp |
| <b>TOTAL</b> | <b>£306.06</b> |                           |  |                                |  |

#### Receipts (for information)

| Payment ref   | Method | Details                    | Amount       |
|---------------|--------|----------------------------|--------------|
| PR2022/010    | Bacs   | Interest (Reserve Account) | £0.17        |
| <b>TOTAL:</b> |        |                            | <b>£0.17</b> |

**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) |
| <b>£14,518.01</b> | <b>TOTAL</b>                            |

**Bank Situation:**

|  |                   |
|--|-------------------|
| <b>Bank Total as of 30th July 2021</b> | <b>£20,531.94</b> |
| <b>Payments Pending</b>                | <b>£1,192.98</b>  |
| <b>Plus Receipts not in bank total</b> | <b>£0.00</b>      |
| <b>Less Money in reserves</b>          | <b>£14,518.01</b> |
| <b>Available Balance</b>               | <b>£4,820.95</b>  |

**Bank & Cash book Reconciliations.****Bank Reconciliation date 30/07/2021.**

|  |            | <b>TOTAL</b>      |
|--|------------|-------------------|
| Balance per bank statement as at 1st April 2021: | £          | <b>£</b>          |
| Reserve Account                                  | £17,743.30 | <b>£17,743.30</b> |
| Current Account                                  | £100.00    | <b>£17,843.30</b> |
| Less: Payments outstanding at YE 2021            | £721.66    | <b>£17,121.64</b> |
| Less: total of Payments                          | £3,994.00  | <b>£13,127.64</b> |
| Plus: total of Receipts                          | £6,903.92  | <b>£20,031.56</b> |
| Plus: Payments Pending                           | £500.38    | <b>£20,531.94</b> |
| Net balances as at 30th July 2021                |            | <b>£20,531.94</b> |
| Bank Balance as per Statements 30/07/2021        |            | £20,531.94        |

**The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:**

|   |                   |
|---|-------------------|
| Cash Book: Opening Balance 1 April 2021 (box 7)                             | £17,121.64        |
| Add: Receipts in the year to date   | £6,903.92         |
| Less: Payments in the year to date  | £3,994.00         |
| Plus: Payments Pending  | £500.38           |
| Closing balance per cash book [receipts and payments book] as at 10/08/2021 | <b>£20,531.94</b> |

Signed as a true record: Peter BrennanPrinted: Cllr. P. Brennan. Date: 23<sup>rd</sup> August 2021