

Alwington Parish Council

Draft Minutes of the Parish Council held on Tuesday 28th July, 2020, at Alwington Village Hall

Present: Cllrs Gordon Lester (Chair), Sarah Bourke, Christine Moore, Neil Rothney and Alison Browning

Also present: Mr Malcolm Harris – Parish Clerk

Min.09 :20/21

Apologies: Apologies for the meeting were received from Cllrs Brian Adams, Tony Inch Devon County Council, and Phil Pennington Torridge District Council.

Min 10:20/21

Declarations of Interests

2a) No declarations were received in respect of personal interests

2b) No declarations were received in respect of prejudicial interests

Min.11:20/21

To confirm and sign the minutes of the Parish Council Meeting held on the , 2020.

It was **resolved**, to confirm and sign the minutes of the 12th May, 2020 as a true record, and will be duly signed by the Chairman.

Proposed by Cllr Neil Rothney and Seconded by Cllr Christine Moore. (all in favour)

There were no matters arising.

Min.12:20/21

Co-option of new Councillor

Cllr Gordon Lester introduced Alison Browning to the meeting. Background information on Alison had been circulated to all Councillors prior to the meeting.

It was **resolved** that Alison Browning be confirmed as a Councillor for Alwington Parish Council.

Proposed by Cllr Gordon Lester and Seconded by Cllr Sarah Bourke (all in favour)

Min.13:20/21 Correspondence and Communication

a) Correspondence was received in respect of the following matters:

- DCC (Devon County Council) – Various briefings/updates re COVID – 19 – circulated to all Cllrs.
- TDC – (Torrige District Council) – as above – circulated to all Cllrs.
- Julie Harper – Village Hall Committee – notification of award of £10,000 Business Support Grant.
- Julie Harper – Update on progress with the potential development of the field behind the Village Hall.

b) Website

Cllr Gordon Lester reported that he and David Butterworth had been actively updating the website during lockdown. It was suggested that the Welcome Pack could be provided via the website, in addition to household delivery. This would be investigated.

c) District/County Council Reports

There are no reports from the County or District Councillors for this meeting.

However, regular updates on COVID -19 and other issues have been provided by both the County Council and the District Council.

d) Community Safety – There were no matters to report.

PUBLIC SESSION – there were no questions to the Parish Council

Min14:20/21

5) Financial Matters:

a) To receive an update on the current financial position:

The current balance in the Treasurers account less the commitments up to the 19th July, 2020 is £10,126.

b) To receive any accounts to pay

- Devon Association of Local Councils – Annual affiliation fee - £77.00 (paid) – cheque no 000316
- Julie Snooks – Internal Auditor – annual internal audit - £100 – Cheque no 000317
- Malcolm Harris – Parish Clerk – Expenses - £24.50 cheque no 000318
- Community First Ltd – Annual Insurance Premium - £209.38 cheque no 000319.

It was **resolved** to approve payment of the above expenditure items.

c) To note any income received.

No income received.

d) Any other financial issues.

Annual Internal Audit – a list of issues arising from the audit were circulated to all Councillors prior to the meeting.

One of the items relating to the current method of payment to the Clerk was discussed. It was agreed that previous arrangements, where by the Clerk was paid direct by the District Council, caused accountancy problems, and the Parish Council were happy with current arrangements to pay the Clerk on a freelance basis, and not to become involved in issues relating to PAYE.

Copies of the documents below were circulated to all Councillors prior to the meeting:

Annual Governance Statement

Annual Accountancy Statement

It was **resolved** approve both of the above statements as part of the annual audit/return. The chairman duly signed both documents.

Removal of items for the Assets Register

The Parish Clerk explained that both the laptop and scanner were no longer in use and can now be removed from the assets register.

It was **resolved** to remove both items from the assets register.

Grant to St Andrews Church, Alwington

Discussion took place on a request for a grant to St Andrews Church. It was agreed that a sum of £300 should be allocated in 2020/21 to assist with repairs of the Lych Gate. The grant would be made available when the church can provide the Parish Council with a date for the works to be undertaken.

It was **resolved** to approve a grant of £300 to St Andrews Church to assist with repairs to the Lych Gate. The grant will be paid after confirmation of a date when the work to the Lych Gate will commence.

Min.15:20/21

Planning Matters:

a) To receive any applications for consideration

Planning application ref: 1/0325/2020/FUL – Proposed agricultural machinery storage building - High Park Farm, Littleham

The Parish council has no comments on the application.

b) To note any permissions granted.

Planning application ref: 1/031/2020/FUL – Two Storey rear extension to dwelling with associated works – High Park Lodge, Littleham

Application granted permission.

c) To note any refusals advised.

None for this meeting,

d) Any other planning matters arising

To note that The Stables (adjacent to Homestead) in Woodtown are considering improvements to improve access.

Min.16:20/21

Maintenance & Highways

It was reported that DCC had carried out various works across the Parish. If there are any outstanding highway issues these should be reported to the Clerk.

Min.17:20/21

Alwington Parish Plan & other issues for action in 2020/21

Alwington Parish Plan Working Group

a) Woodtown Noticeboard

Discussion took place on the need to undertake repairs to the Woodtown noticeboard. It was agreed that Cllr Alison Browning would investigate if repairs can be undertaken, and an estimate of the cost.

It was agreed that the Clerk would investigate the cost of a new Parish noticeboard and circulate the information to all Councillors

b) BT Phone Box – Woodtown

Cllr Alison Browning had circulated a report to all Councillors prior to the meeting

The report confirmed that the box had been bought by the Community Heartbeat Trust (CHT) in 2014. They are keen to see their phone boxes restored and in use.

The way forward was discussed and it was agreed to:

- 1) Bring the box back into working order
- 2) To investigate costs to install and maintain a defibrillator, and opportunities to secure grant funding.
- 3) Complete the managed solution order form with the CHT.
- 4) To arrange a training session for the community on the use of the defibrillator.

It was **resolved** that the Parish Council would provide funds to assist with the restoring of the phone box, and pay the annual charge. (All in favour)

Proposed by Cllr Gordon Lester and Seconded by Cllr Christine Moore.

Cllr Christine Moore raised the issue of the Phone box in Ford. It was agreed that Cllr Alison Browning would contact BT to confirm the status of the Phone Box.

c) Future dates for Parish Council Meetings

It was agreed that until further notice, the frequency of Parish Meetings would be on a quarterly basis. The following dates for future meetings were agreed (by email):

Thursday 8th October, 2020

Thursday 7th January, 2021

Thursday 29th April, 2021

Thursday 8th July, 2021.

There being no further business the meeting concluded at 8.35pm.

The next meeting of the Parish Council will take place on Thursday 8th October 2020, in the Alwington Village Hall commencing at 7.30pm.

Signature _____ (Chairman) Date _____