

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 23rd July 2020		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
<u>Present:</u> Cllr Liz Chin Cllr Stephen Lees Cllr Andrew Pascoe Cllr John Walster	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 1	<u>Apologies:</u> DCC Cllr Rufus Gilbert

REF 2020/21 MINUTES

This being the first meeting of the new West Alvington Parish Council, Dist. Cllr Mark Long acted as Chairman until 02/20 had been concluded at which point the new Chairman took over.

01/20 WELCOME & APOLOGIES

Cllr Long welcomed everyone to the first meeting of the new council. Introducing Cllrs Chin, Lees, Pascoe and Walster as the new Councillors. SHDC look forward to seeing the new parish council grow and develop to provide support to the community which will be very much appreciated..

02/20 ELECTION OF CHAIRMAN

It was agreed that the position of Chairman would alternate at each meeting until such time as a permanent Chairman can be agreed. Cllr Walster was proposed as Chairman by Cllr Pascoe, this was seconded by Cllr Lees and voted through unanimously. Cllr Walster took the Chair.

03/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of interest were received.

A full review of declarations of interest will take place when we are able to meet in person.

04/20 GOVERNANCE

- a. Provision of Acceptance of Office and Register of Interest Forms, all councillors were requested to complete and return their forms to the clerk.
- b. A proposal was made to reconfirm the Clerk as Responsible Financial Officer & approve SHDC PAYE facility £120 per annum.
Proposed: Cllr Walster, Seconded: Cllr Chin, Approved unanimously
- c. Approve Policies and Procedures: Prior to the meeting the Councillors had been asked to review the following policies and procedures shown on the website
 - Internal Controls
 - Code of Conduct
 - Model Standing Orders
 - Standing Orders Coronavirus Amendments
 - Financial Regulations
 - Risk Management
 - FOI Publication Scheme
 - Transparency Code
 - GDPR Privacy Policy
 - Meeting Protocol Notice
 - Complaints Policy
 - 10 NALC 9e Handling Complaints

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Proposed: Cllr Walster, Seconded: Cllr Lees, Approved unanimously

- d. Approve Bank Signatory Changes. Ex-Councillors will be removed as bank signatories and all new Councillors will be added to the bank account.

Proposed: Cllr Lees, Seconded: Cllr Pascoe, Approved unanimously

- e. Internal and external Audit Information and Proposed Actions including Year End Account: The clerk has provided the Internal Auditor with as much information as possible to undertake the review. The review has commenced today (23rd July) and some additional documentation has already been requested and provided.

The review of the finances undertaken by the Clerk has found two anomalies dating back to the previous year end accounts. One being a payment that had been included in the accounts but not taken off the bank reconciliation and the second being the amount stated for the Parish Plan Account being significantly lower than the actual value. At the time of submission, the details of the Parish Plan account were not available and a historic figure had been used. The accounts have now been corrected, the Internal Auditor has been provided with a full explanation and the 2019/20 figures. The details will be restated to show the correct (increased) balance for the External Audit Submission.

At the August meeting, WAPC will approve the AGAR Certificate of Exemption, Section 1 Annual Governance Statement and Section 2 Accounting Statements.

- f. A review of the precept proposals took place. It was agreed to alter some of the figures slightly and to review the details again in due course. A review will be put in place for October.

A discussion was held regarding the maintenance works that should take place in the parish, these can be better coordinated and managed to the benefit of the community. The following action points were agreed:

- Cllr Pascoe to talk with the handyman to establish the works undertaken.
 - Cllr Walster to obtain the P3 information from previous Councillors.
 - Clerk to contact the previous Clerk re the old grass cutting contract.
 - Clerk to work up a draft tender document for approval.
 - A walk around will take place to establish the areas that require regular scheduled attention.
 - Tidy up days will be agreed with specific areas to be targeted.
 - Once full details are available the PROW team will be contacted re any potential P3 monies.
- g. There are currently five councillor vacancies, adverts will be posted on the noticeboard and website/social media requesting interested parties to contact the clerk for further information.
- h. Councillor Training: Due to Covid-19 there are currently no Councillor training sessions. In due course it is strongly recommended that all Councillors attend a session. However, in the meantime, all Councillors have been provided with the following:
- Planning Presentation
 - Neighbourhood Planning Presentation
 - Material Considerations Summary
 - Predisposition/Predetermination and Bias FAQs
 - The Good Councillors Guide to Finance and Transparency

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- The Good Councillors Guide
 - Being a Good Employer
 - NALC LTN02 The Chairmen of Local Councils
- i. Information Commissioners Office – Membership. New data protection laws came into force from May 2018. Every organisation who processes personal data needs to pay a Data Protection Fee to the ICO. The fee is £40 per annum or £35 if paid by Direct Debit. A proposal was made to pay the fee by annual Direct Debit.

Proposed: Cllr Lees, Seconded: Cllr Chin, Approved unanimously

05/20 CLERKS REPORT

On 9th July an order was made by South Hams District Council, under the powers conferred upon it by Section 91 of the Local Government Act 1972 to appoint the persons present to act as Parish Councillors of West Alvington Parish Council until sufficient vacancies are filled to re-establish a quorum, at which time the appointments shall cease.

At the same time, it was confirmed by SHDC that I would be returning as Parish Clerk.

Between early February and 9th July, the only work undertaken was essential communication to ensure that any returning council was not immediately subject to additional problems i.e. provision of an explanation in respect of non-payment of Town Park Car Park fees.

Since 9th July, the website has been updated, the backlog of several hundred emails has been reduced, an extension to the external audit submission has been requested and received, the finances and internal audit documents have been reviewed, collated and forwarded for examination and a list of outstanding works has been drawn up. The VAT return has been completed but there is currently an issue with submission. Support and information have been provided to the new council and I've been in touch with various organisations to ensure that they are aware of the current council status.

There is still a lot of work to do and this will not be completed overnight. Please bear with us while we get up to speed but don't hesitate to get in touch about anything that requires attention because we'll deal with it as soon as we possibly can.

A request was made to approve purchase of a laptop for the Clerk (there are reserve funds of £400 in respect of this), minutes book, two files and a box of paper for printing requirements.

Proposed Cllr Walster, Seconded Cllr Chin, Approved unanimously

06/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- 1770/20/FUL Readvertisement General Purpose Agricultural Building on land associated with Lower Mill Park. **WAPC OBJECTION**
- 1410/20/VAR 2 Myrtle Court, Variation of Condition 4, remove wall/create turning bay. **WAPC SUPPORT**
- 0848/20/FUL Gerston Point, change of land use (resubmission of 0042/19/FUL). **WAPC OBJECT**

b) ENFORCEMENT & OTHER PLANNING ISSUES

Enforcement continues to be dealt with. Please will all parishioners continue to provide the Clerk with full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via www.southhams.gov.uk/article/3043/Report-a-Planning-Breach

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NEIGHBOURHOOD PLANNING:

A Zoom meeting took place today (23rd July), a summary of this will be provided by Cllr Walster.

The next draft of the plan is due to be completed in October with the first consultation being anticipated for early 2021

07/20 BUSINESS TO BE DISCUSSED

1. Insurance Renewal – The previous brokers have been contacted several times but no response has been forthcoming. A proposal was made that the Clerk will approach an alternate broker for a quotation, the details of which will be forwarded to Councillors for immediate approval and inception providing the price is comparable to previous years.

Proposed: Cllr Walster, Seconded: Cllr Pascoe, Approved unanimously

2. Defibrillator – there is now a defibrillator located at the village hall. A monthly check and report are required, without this the ambulance service will not direct anyone to the unit as they cannot be sure it is in working order. The check will be undertaken before each monthly meeting takes place.

Training sessions will be organised as soon as we are able. Further advertising to increase local awareness re the defibrillator location will be arranged.

In respect of the village hall, it was agreed by all that an excellent working relationship with the VH committee is essential. The S106 project to improve the hall will be on a future agenda. In the meantime, the Clerk will forward relevant COVID-19 details and provide any additional assistance required to the committee.

3. School Fencing – a tender process had previously taken place and was in the process of being awarded to Newton Gardening Services at £2,170 including VAT. A proposal was made to speak with the successful company and, subject to the pricing being the same, to proceed as previously agreed. Cllr Chin will confirm with the company and the Clerk will contact the school.

Proposed: Cllr Walster Seconded: Cllr Pascoe Approved unanimously

4. P3 Negotiation – no P3 monies were requested this year due to being inquorate. A worksheet of items in the area to be maintained will be collated. Cllr Walster will obtain the original list of footpaths to be maintained. A request will be made re the P3 monies available for 2020/21
 5. Parish Grass/Hedge Cutting Tender. Refer to minute reference 04/20 f
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08/20 CORRESPONDENCE & PARISHIONERS OPEN FORUM (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders)

No parishioners present at this time.

09/20 FINANCE–

a. Receipts & Payments – Month 4

Accounts to pay – SHDC Payroll Service September 2019 – February 2020 £60, DALC Annual Subscription £131.01, ICO first payment £35, July Clerk Salary & HMRC £210, SHDC Election Recharge £82.62,

Proposed: Cllr Pascoe, Seconded Cllr Lees, Approved unanimously.

Due to COVID-19 restrictions the payments sheet will be signed at the first possible opportunity.

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10/20 NEXT MEETING 27th August 2020, 7.00pm, Virtual Zoom Meeting

Apologies received from Cllr Pearce for the August meeting.
Chairman for the August Meeting: Cllr Chin

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 21.03pm

Signed as a true record: _____

Print Name & Date: _____

Agenda Items and Updates; where possible please submit to the Clerk by the last Wednesday in the month to ensure time for inclusion, circulation and study. If a Council Member is unable to attend a meeting it would be appreciated if they could submit a brief précis of progress on their actions, if applicable, (to the Clerk for distribution) together with their apologies.

Distribution List: All WAPC Councillors For Information to: County Cllr R Gilbert, Dist. Cllr Judy Pearce, Cllr Mark Long, WPC Pengilly, 1 WAPC Notice Board

APPENDIX A:

Category	Descriptor	Date	Month No. of Report to Council	ban ked	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year							6,385.11
Receipt	South Hams District Council Precept first tranche	17/04/2020	4	Y	4,307.50		10,692.61
Receipt	SHDC Council Tax Support Grant	17/04/2020	4	Y	87.00		10,779.61
Payment	HMRC Quarterly Payment	02/04/2020	4	Y		168.00	10,611.61
Receipt	April Gross Interest	09/04/2020	4	Y	0.24		10,611.85
Receipt	May Gross Interest	11/05/2020	4	Y	0.25		10,612.10
Receipt	June Gross Interest	09/06/2020	4	Y	0.22		10,612.32
Receipt	July Gross Interest	09/07/2020	4	Y	0.23		10,612.55
TOTALS YTD Financial year 2020/21					£ 4,395.44	-£ 168.00	£ 10,612.55
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d				FY 2020/21 month	4		£ 10,612.55
Balance at bank at end :							
	Revenue Accounts						
	Unpresented Items				receipts	4,395.44	
					payments	- 168.00	
						£ 4,227.44	
							Variance
	Operating Account	£5,016.02					
	Holding Account	£5,596.53					
ACCOUNTS FOR PAYMENT							
	<u>K Harrod Salary</u>			paid by direct transfer on 31st of each month			210.00
	<u>HMRC NIC</u>			paid quarterly			inc in above
							-
	SHDC Payroll Service 6 months to Feb 2020						60.00
	DALC Annual Subscription						131.01
	ICO First Payment						35.00
	SHDC Election Recharge						82.62
	Meeting Sub Total						308.63
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					23/07/2020		
	Prepared By:				K Harrod for West Alvington Parish Council		
	Date:				20/07/2020		