

Sourton Parish Council

Minutes of a Virtual meeting held at 7.30pm on **Thursday 22nd April 2021** on Zoom.

Councillors present: Cllr S. Eberle (Chair), Cllr M. Fogerty, Cllr A. Jewell, Cllr D Humphrey

Also present: A. Braidwood (Clerk), (Cllr Southcott (WDBC) joined at 2013 hours)) (Cllr Mott (WDBC) joined the meeting at 2022 hrs)). 4 members of the public.(5th member joined at 2008 hours)

Public Forum – one member of public spoke on item 9.

1. **Chairman's welcome** – Cllr Eberle welcomed everyone to the meeting
2. **Apologies for absence** – None received
3. **Public Forum** – One member of the public spoke for 3 minutes on item 9.
4. **Declarations of Interest in items on the agenda** – Cllr Jewell on Item 9, Cllr Humphrey on item 6.
5. **Minutes of the previous meeting.** It was proposed by Cllr Jewell, seconded by Cllr nHumphrey and unanimously **RESOLVED** that the minutes of the meeting held on the 1st March 2021 were a true record and will be signed by the Chairman.
6. **Co-option to vacant councillor positions.** It was unanimously **RESOLVED** to elect the 3 applicants for co-option to the 3 vacant positions. Declaration of acceptance were signed on camera by Cllr Leonard. Mr S Firth and Mrs Stone would sign Declaration of Acceptance after the meeting. Clerk to coordinate.
7. **Reports from representatives:**
 - 7.1 **Update from West Devon Borough Council** – Noted, **Annex A**
 - 7.2 **Update from Sourton Village Hall** – Noted, **Annex B**
8. **Councillors' reports** –
 - 8.1 **Neighbourhood plan** – It was reported there would now be no referendum on the NP in May. A new date would be advised for the summer. There is no cost expected from WDBC.
 - 8.2 **Closed churchyard** – It was reported the new pathway had been completed and the Clerk would draft a letter of thanks to the PCC.
9. **Planning applications – 0836/21/FUL** It was unanimously **RESOLVED** to move Item 9 to later in the meeting to allow Cllr Mott to attend.
10. **Clerk applications and interview details** - It was unanimously **RESOLVED** to move item 10 to a confidential session at the end of the meeting.
11. **Spring Clean** - It was unanimously **RESOLVED** for an article to be placed in the BaSE magazine. Councillors to seek volunteers in individual hamlets. Clerk to draft a risk assessment for litter picking.
12. **Welcome to Bridestowe and Sourton leaflet.** –It was unanimously **RESOLVED** to add the details of the leaflet produced by the Bridestowe Church Partnership to the website and noticeboards.

Actions

**Chair
Clerk**

Clerk

Clerk

SE/Clerk

Clerk

Some copies could also be placed in the village hall when it opens.

Newly co-opted Cllr Stone joined the meeting at 8.08pm hours, signed her declaration of acceptance on camera and declared an interest in Item 9.

Cllr Southcott joined the meeting at 8.13pm

13. Closed churchyard –

13.1 Wildlife competition – It was **RESOLVED** to look into a joint venture with Boasley Cross School,

SE

13.2 The way forward – It had been identified that there are listed walls and gravestones within the closed churchyard. It was **RESOLVED** that the Clerk research the responsibilities and costs and draft a spreadsheet to record inspections of monuments and actions required. Additionally, a risk assessment would be drafted by the clerk for the closed graveyard and the village green. A meeting would then be arranged with representative of the church to plan future actions.

Clerk

14. Prewley Moor – It had been reported that parking was becoming an issue plus damage to the access road. It was unanimously **RESOLVED** the clerk would draft an email to the WDBC Dartmoor National Park representative with the concerns.

Clerk

Cllr Mott joined the meeting at 8.22pm

15. Policies – It was proposed by Cllr Fogerty and unanimously **RESOLVED** to adopt the policies and reviews below:

- 15.1 **Equal Opportunities Policy**
- 15.2 **Review of Financial Risk Assessment**
- 15.3 **Review of Finance Regulations**
- 15.4 **Standing Orders**
- 15.5 **Privacy Policy**
- 15.6 **Asset Register Policy**
- 15.7 **Internal Control Statement**

Clerk

16. Clerk's report – Noted – **Annex C**

17. Finance

17.1 RFO presented the end of year Financial report and bank reconciliation to 31 Mar 2021 - **Annex C**

17.2 Accounts for Payment – It was unanimously **RESOLVED** to approve the following payments:

WDBC for litter bin emptying winter service 2020/21 DD	£15.60
Vision ICT Website hosting	£150.00
DALC/NALC Affiliation Fee	£102.78
A Braidwood Working from home allowance	£100.00

Clerk

17.3 The annual return, including the internal auditor report was presented by the RFO and it was proposed by Cllr Eberle, seconded by Cllr Humphrey and unanimously **RESOLVED** to approve the following documents in the order they appear:

Clerk

Section 1 the Annual Governance Statement,
Section 2 Accounting Statement,
Exemption Certificate

17.4 Website – It was agreed to defer a decision on improvement until a later date to allow all , time to assess the website navigation

All

18. Planning – This item had been moved on the agenda from Item 9.

0836/21/FUL - Erection of gable reception unit on existing dog training barn (part retrospective). East Bowerland Farm It was proposed by Cllr Eberle, seconded by Cllr Leonard and **RESOLVED** to object to the application with the following comments.

Clerk

The management plans are inadequate, inaccurate and contradictory. The site is becoming overdeveloped and has a history of planning breaches which is a material consideration

The Council **RESOLVED** to agree to continue the meeting in **confidential session**. The public were excluded at **9.34pm**.

19. Enforcement Updates received and noted.

The date and structure for interview of application for Clerk/RFO was agreed.

Clerk

The confidential session closed at **10.06 pm**.

20. Items for the agenda for next meeting - Nil

21. Date of next meeting – 5th May 2021

22. Meeting closed at 10.29pm

Signed

Dated.....

Annex A - WDBC Parish update – April 2021

- It has been announced that despite intense lobbying of the Government, including Cllr Jory writing directly to Rt Hon Jacob Rees-Mogg, the emergency powers to allow Council meetings to be held virtually will not be extended beyond May 7 2021. This is disappointing and seems out of the step with the Government's own Roadmap and is still subject to legal challenge by the Local Government Association.
- Fusion Leisure centres are gearing up to *Spring Back* into action when local restrictions lift. In line with the government roadmap, outdoor group exercise classes will restart at Meadowlands Leisure Centre on Monday 29 March.

From 12 April, swim schools, gyms and swimming for individual and family exercise will also commence at leisure centres across the Borough. Fusion Lifestyle hopes to be able to reopen indoor groups exercise, sports halls, and other activities in May, as stated in the Government's Roadmap to recovery.

- We are pleased to announce that, as mentioned last month, we have been able to hand over two laptops for school use and funding for another two laptops. This means that each of the primaries in our ward have benefited.
- On 27th April, a report will go to Hub giving the findings of the three weekly trial and any recommendations going forward.
- At the recent full council meeting the PSPO was approved, with immediate effect. This will now mean that the Order will introduce the following Borough-wide provisions that require dog walkers to:-
 1. carry the means to pick up and to pick up;
 2. keep dogs on leads on land designated as a Dogs on Lead Area and on roads with speed zones up to 30mph;
 3. comply to put and keep dogs on leads if so directed (by an authorised officer); and
 4. prevent dogs from accessing a dog exclusion zone.
- Also approved was the Community Consultation & Engagement Strategy. This along with the papers showing the 2021/22 Capital Strategy, Treasury Management Strategy and Investment Strategy are available online. <https://www.westdevon.gov.uk/FullCouncil>
- For those with the interest and nothing better to do the Recycling and Waste analysis has been updated with the 2019/20 figures. West Devon continues to perform well. (You will need to enable editing to search for the WD results) <https://rsnonline.org.uk/recycling-and-waste-management>
- New funding opportunities are available for various projects: <https://www.rsnonline.org.uk/rural-funding-digest-march-2021>
- Local elections will continue, on May 6th for the Police Crime Commissioner and County Council. Registrations to vote must be by 11.59pm on 19th April.

Annex B An update for the Village Hall-

The committee recently had a meeting to discuss the reopening of the hall and various matters.

Aiming to re-open 1 May 2021 - need to have in place further/updated risk assessments in place going forward and safeguarding policies.

Bookings are slowly coming in, Elections in May, wedding in July, other enquiries coming in waiting to be confirmed.

The hall has benefitted from grants through West Devon BC .

Looking to make further improvements at the hall - a new path around the back of the building from the back entrance of the hall and installing a fence in front of the oil tank with a gate to hide the oil tank.

Weekly checks have been maintained throughout lockdown and maintaining upkeep of property and one trustee also tidying the garden area when doing hall checks.

Also looking to put a larger radiator in the gent's toilet and moving the existing one into the storage room. The committee would welcome new members to the committee and help with the running of the hall.

Annex C - Clerk Report

22nd April 2021

- **Finance –**

7 Apr 21 We have received our first precept payment of £4048 via BACS.

The Nat West Mandate has still not been actioned despite several phone calls and email, however I have been told it should be complete by 16th April at the latest. I will call them and confirm, and cheques can then be signed.

The audit is underway I have sent all the relevant material to the internal auditor and we can approve the AGAR as soon as we have completed the audit meeting on 20th April. This keeps us within all deadlines.

- Standing orders for Clerk Salary for Feb and March were successfully paid and are shown on the finance report
- **Resolutions from previous meeting.** All actions from previous meeting have been completed except for payments, pending the new mandate.
- **Reporting –**

I have spoken to the Highways liaison officer regarding the cattle grid at Prewley which is full of debris and sheep are crossing it. However, he informed me the grid is the responsibility of SWW who are also responsible for the tarmac road leading to the water treatment works.

I spoke to the Estates department of SWW and they agreed to look at the cattle grid. They called back and the grid has now been cleared of debris.

I have also emailed DNP regarding the parking congestion and the state of the road at Prewley Moor. I am waiting to hear back and will update. I have heard back and he will look into it and get back to me.

I have still not heard from the PROW officer regarding the pavement/footpath between Broad View and the Highwayman/Old Post Office at Sourton. Reported in Feb. I have emailed again today. 7 Apr This has now been acknowledged and will be sorted at the seasonal cutting in spring.

- **Planning**

0938/21/VAR Application for variation of condition 2 (approved plans) of planning permission 3994/18/FUL - **WITHDRAWN** on weekly list 29 Mar 2021 - council notified 1 Apr 21

Annex C – Finance report and Bank Reconciliation

Receipts											
Total	Precept	Grant	Bank Interest	VAT Refund	Misc	Column2	Trf from Bus Reserve			Interest	Transfers from C/A
8,877.99	8,095.00	100.00	-	82.99	600.00	-	-			1.70	1,229.78
Payments											
Total	Clerk's Salary	Grants and Donations	Admin and training	Grass Cutting of Green & Churchyard	Office Costs	Column1	Insurance	Asset Maintenance	Election Costs	VAT	Trf to Bus Reserve
7,437.08	3,357.28	375.00	332.42	900.00	702.70	-	369.51	-	63.22	107.17	1,229.78
Bank Summary from Cash book											
			Current A/A	Reserve A/C		Total					
Balance	01-Apr-20		651.95	4,180.86		4,832.81					
Receipts to	present		8,877.99	1,231.48		10,109.47					
Payments to	present		7,437.08	-		7,437.08					
Balance at			2,092.86	5,412.34		7,505.20					
Bank Reconciliation											
			Current A/C	Reserve A/C		Total					
Balance per statement	31-Mar-21		4,892.06	2,952.78		7,844.84					
Outstanding cheques											
	Chq No	Amount									
	Trsf	1,229.78		1,229.78							
	946	100.00									
	945	14.64									
	940	50.00									
	939	25.00									
	938	150.00									
Total Outstanding cheques			(1,569.42)								
			3,322.64	4,182.56		7,505.20					
Difference			1,229.78)	1229.78							

