

Sourton Parish Council

Minutes of the Annual Meeting of the Council held virtually at 7.30pm on **Wed 5th May 2021** on Zoom.

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

Also present: A. Braidwood (Clerk), Cllr Southcott (WDBC)

1. **Chairman's welcome** – Cllr Eberle welcomed everyone to the meeting
2. **Apologies for absence** – Cllr Stone due to technical difficulties
3. **Public Forum** – Nil
4. **Declarations of Interest in items on the agenda** – Nil

5. Election of Chairman

5.1 – It was proposed by Cllr Fogerty and seconded by Cllr Leonard and unanimously **RESOLVED** to elect Cllr Eberle as Chairman 2021.

5.2 Cllr Eberle signed the Declaration of Acceptance of Office. Clerk to retain

6. **Election of Vice Chairman.** It was proposed by Cllr Eberle and seconded by Cllr Humphrey and unanimously **RESOLVED** to elect Cllr Fogerty as Vice Chairman for 2021.

7. **Minutes of the previous meeting.** It was proposed by Cllr Fogerty, seconded by Cllr Leonard and unanimously **RESOLVED** that the minutes of the meeting held on the 22nd April 2021 were a true record and will be signed by the Chairman

8. **To nominate Representatives** (to investigate, research and report to full council)

It was proposed by Cllr Eberle, seconded by Cllr Jewell and unanimously **RESOLVED** to nominate the following councillors to be representatives.

- 8.1 DNP – Cllr Eberle
- 8.2 Closed churchyard – Cllr Humphrey, Cllr Firth
- 8.3 Northern Links – Cllr Leonard
- 8.4 Police and Crime Commissioner Advocate – Cllr Fogerty
- 8.5 Asset assessment – Cllr Jewell

9. **Reports from representatives present** - Sourton Hall – notes **Annex A**

10. Councillors' reports

- 10.1 **Neighbourhood plan** – NTR

11. **Planning applications – 1180/21/HHO** It was proposed by Cllr Eberle and unanimously **RESOLVED** to **support** the application with the following comments:

It is a modest change therefore unlikely to impact on neighbours, landscape or wildlife therefore there are no material objections.

Actions

Clerk

SE/Clerk

Clerk

Clerk

12. **2021 Council meeting dates** - It was unanimously **RESOLVED** to hold full council meetings on the 1st Monday of each month during 2021. Clerk to publish the dates on the website. **Clerk**

13. **Proposal for membership of CPRE** – It was proposed by Cllr Eberle, seconded by Cllr Jewell to subscribe to CPRE in order to have access to relevant planning advice. **Clerk**

14. **Clerk’s report** – Noted – **Annex B**

15. **Finance**

15.1 RFO presented the end of year Financial report and bank reconciliation to 15 Apr 21 and a detailed budget report to 31 Mar 21 - **Annex C**

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

Reimbursement of purchase of flag to Cllr Jewell	£13.54 LGA, 1972, s.144	
Reimbursement of membership to CPRE to Cllr Eberle	£60.00 LGA 1972, s.111	
Cut of churchyard and green x 2	£180.00 LGA, 1972, s.215	Clerk
	& Public Health Act 1875, s.164	
Internal auditor fee 2020-21	£55.00 Local Audit Act 2014	

15.3 **Website** – It was **RESOLVED** to defer a decision on website improvement to the following meeting to allow time to assess the website navigation with a view to making changes. **All**

The Council **RESOLVED** to agree to continue the meeting in **confidential session**. The public were excluded at **8.26pm**. Cllr Southcott was invited to stay.

16. **Enforcement** Updates received and noted. **Clerk**

17. **Clerk contract** - Contract was agreed with suggested amendments. Cllr Fogerty to draft sickness absence policy and clerk to forward contract to new clerk. **SE**
TS

The confidential session closed at **9.01 pm**.

18. **Items brought forward by Cllrs for next agenda** – Litter Spring Clean **Clerk**

19. **Items for the agenda for next meeting** - Nil

20. **Date of next meeting** – 5th July 2021

21. **Meeting closed** at 9.13pm

Signed

Dated.....

Annex A - Sourton Hall Annual Report 2020-21

The last 12 months has seen the hall closed for the majority of the time.

We have been fortunate to get advice from ACRE and the halls insurance company about the regulations we need to follow and also obtain advice in particular areas.

The Hall Committee had further work to do in checking the hall weekly whilst unused to ensure the upkeep of the building and all secure.

Plans had been made to make improvements to the hall before lockdown and fortunately most of these works have been completed. A new boiler - for the heating system. Movement of the Oil tank to comply with current regulations. New Flat roof above the gent's toilet and storage room - so important for this work to be completed as it was damp. Further improvements are being discussed.

Grants have been received from WDBC and Sourton Parish Council which have been greatly appreciated and helped towards the costs of the improvements and loss of income from hire in the last 12 months. Also, Waitrose kindly made a donation, which was gratefully received.

The hall is now due to open the beginning of May and booking enquiries are being received. All the relevant posters, signs and sanitisers are in place as per guidelines.

Details of the hall are on the website <https://www.sourtonvillagehall.org.uk>.

We would welcome new members to the committee, only a few meetings a year.

Annex B Clerk Report

- **Finance –**

The Nat West Mandate for new signatories has been actioned and cheques have been signed.

The transfer letter to correct the transfer to the reserves account has been signed and sent to Nat West. I am waiting for the next statement.

I am completing the Audit paperwork and notice of Public rights notice and send the exemption certificate. All relevant financial information will be published on the website as per the Regulations for smaller authorities.

- **New Clerk** - After a successful interview we are due to appoint the new clerk on 6th May. A handover is underway and is due to be completed by the end of this week.
- **New Councillor** – We are underway with Register of interests and acceptance forms for our newly co-opted councillors are being completed and the new councillor email addresses are complete. The website has been updated.
- **Policies** – the newly adopted and reviewed policies are in the process of being added to the website.
- **Resolutions from previous meeting.** These are ongoing but some may be passed on the incoming clerk for completion.
- **Planning** – The councils' comments and decision on planning for 0836/20/FUL have been submitted and acknowledged

Annex C – Finance report and Bank Reconciliation 15 Apr 21

Receipts										
Total	Precept	Grant	Bank Interest	VAT Refund	Misc	Column2	Trf from Bus Reserve			Interest
4,048.00	4,048.00	-	-	-	-	-	-			-
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
173.38	-	-	-	-	159.00	-	-	-	-	14.38
Bank Summary from Cash book										
			Current A/A	Reserve A/C		Total				
Balance	01-Apr-21		2,092.86	5,412.34		7,505.20				
Receipts to	present		4,048.00	-		4,048.00				
Payments to	present		173.38	-		173.38				
Balance at			5,967.48	5,412.34		11,379.82				
Bank Reconciliation										
			Current A/C	Reserve A/C		Total				
Balance per statement	15-Apr-21		8,924.46	2,952.78		11,877.24				
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								
	947	55.00								
	948	102.78								
Total Outstanding cheques			(1,727.20)							
			7,197.26	4,182.56		11,379.82				
Difference			(1,229.78)	1,229.78						

Y/E 31 Mar 21		To Date		Budgeted forecast	Underspend/overspend/transfers
Total Expenses	less contingencies		6207.30	7,242.45	
Category	Sub category				
Clerk salary			3357.28	3,432.45	75.17
		3257.28		3332.45	
working from home allowance		100.00		100	
Grass cutting of the Green and church		900.00	900.00	1,370.00	470.00
Administration			332.42	300.00	
	Admin expenses/mileage	257.02		200	57.02
	Training	75.40		100	24.60
VAT Paid		82.17	82.17		
Office costs			727.70	1,040.00	
	Printer toner/stationery			100	100.00
	Website	150.00		150	0.00
	cheque to Beaworthy for nat west	50.00			
	laptop/printer/norton replacement	207.50		300	92.50
	Village Hall Hire			150	150.00
	Subscriptions DALC	89.00		90	1.00
	Litterbin emptying	26.00		65	39.00
	Subscriptions ICO	35.00		35	0.00
	Internal Auditor	55.00		150	95.00
	Accessibility Statement	45.00		0	45.00
	Subscription to SLCC	70.20		0	70.20
Insurance		369.51	369.51	425.00	55.49
Election Costs		63.22	63.22		63.22
Grants			375.00	675.00	300.00
	Sourton Hall	300.00		550	
	C.A.B	50.00		25	
	Transport Group			50	
	Dartmoor Rescue			25	
	RBL Poppy Wreath	25.00		25	
Election Costs contingency	reduced by election recharge this year	150.78	150.78	214.00	150.78
Reserve/contingency			779.00	779.00	779.00
Maintenance of assets contingency			300.00	300.00	300.00
Total expenses with contingencies			7437.08	8,535.45	