

Sourton Parish Council

Draft Minutes of a meeting held at 7.30pm on **Monday 3rd February 2020** at Sourton Hall

Councillors present: Cllr A. Horn (Chair), Cllr G Jury, Cllr M. Fogerty, Cllr A. Jewell, Cllr S Eberle

Also present: Cllr C. Mott (WDBC), Cllr T. Southcott (WDBC), Mrs A. Braidwood (Clerk)

1. The Chairman welcomed everyone to the meeting
 2. **Apologies for absence.** Cllr Hockridge – previous meeting commitment.
 3. **Public Forum** – No members of the public spoke.
 4. **Declarations of Interest in items on the agenda** - Nil
 5. **Minutes of the previous meeting** held on 6th January were unanimously agreed as a true record and signed by the Chairman.
 6. **Matters arising** from any items in the previous minutes which are not on the agenda.
 7. **Vacancy** – Chair acknowledged the resignation of Cllr Deacon, deferred voting for vice chair until the Annual Meeting of the Council. The Clerk informed the council provisional interest had been received and an application form forwarded to the potential applicant should co-option be confirmed.
 8. **Update from West Devon Borough Council**
 - 8.1 It was reported WDBC are to install Electric Vehicle charging in Okehampton, in Mill Road and Waitrose car park. Tavistock would also have points installed.
 - 8.2 WDBC Website is being updated and should work more efficiently.
 - 8.3 A 3 weekly collection trial will start at end of February. It will be a 12 month trial with review after 6 months. Letters will be going out to residents.
 - 8.4 WD final budget due for completion on 18th Feb, with a final decision on waste/dog bins.
- Update from Sourton Hall –**
- 8.5 Meeting on 12th Feb regarding the flat roof over gents toilets. Cllr Jury to update on work.
9. **Planning** – Clerk had emailed WDBC enforcement team for an update on outstanding issues. Reply stated an update would be sent out as soon as possible but due to high work load it may be some time. No current responses required from WD Planning Portal.
10. **Churchyard**

Clerk had been in contact with Revd Brook and a meeting will be arranged for 20 Feb 2020 time to be confirmed.

11. Policies

11.1 Vacancy Procedure Policy - It was Unanimously **RESOLVED** to adopt the policies immediately. Proposed by Cllr Eberle seconded by Cllr Jury.

12. Councillors reports - to receive reports on meetings attended and matters brought to the attention of councillors

12.1 Cllr Eberle reported no further update since last meeting.

13. Clerk's report - Correspondence and any other item which has been brought to the attention of the clerk, which is not on the agenda.

13.1 Clerk Contract was agreed and signed by the chairman and Clerk.

13.2 Road speed Southerly – Cllr Jury gave the council of some information on accidents. Cllr Mott would advise Cllr Ball.

13.3 Contractor Update – Chapter 8 training had been booked for 24th and 25th February. First cut expected April.

13.4 Councillor Vacancy – Casual Vacancy notice was due to end on 6th Feb. Elections officer will advise on procedure on 7th Feb.

13.5 Defibrillator – Clerk had arranged for any further incidents of needles being left would be collected by FCC. Cllr Mott advised clerk to contact localities at WDBC for future incidents.

13.6 Councillor emails – clerk advised the new individual councillor specific accounts had been set up for all.

13.7 Clerk was keeping time sheets of hours worked and will continue to submit monthly.

14. Finance:

14.1 **Financial report:** Accuracy agreed, Proposed by Cllr Jury and seconded by Cllr Eberle

14.2 Accounts for Payment – The following payments were approved

Admin expenses for A Braidwood - noticeboards – 48 miles @47.7ppm	£22.89
A Braidwood salary –15 Jan - 15 Feb	£272.42
Village Hall Bookings 2018 -2019 – as per invoice	£362.50
Vision ICT website hosting	£150.00
TOTAL	<u>£717.81</u>

14.3 Review of banking arrangements

Forms for new signatories had been submitted. Clerk to ring Nat West for update. It was agreed for a working group of Cllr Fogerty, Cllr Horn and the clerk to be appointed to look at the internet banking comparisons and report back to full council.

14.4 **Internal auditor.** It was unanimously **RESOLVED** to appoint Penny Clapham as the independent internal auditor for 2019/20 audit. Proposed by Cllr Eberle, seconded by Cllr Jury. Clerk to arrange.

PART 2 - Items which may be taken in the absence of the press & public.

The council is recommended to pass the following resolution: 'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings Act 1960), the public and press be excluded from the meeting for the following items (13 & 14), as they involve the likely disclosure of sensitive & confidential information.

West Devon Enforcement List update – Nil

15. To agree actions and any associated expenditure. Nil

16. Items for the agenda for next meeting – Neighbourhood Plan Update. Communications Policy, clerk to draft policy for approval. Cllr Horn - Health and Safety Policy to be completed for approval

17. Date of next meeting – Tuesday 3rd March 2020, 1930 hours at Sourton Hall

18. Meeting closed at: 2040 hrs