

Sourton Parish Council

Draft Minutes of a Virtual meeting held at 7.30pm on **Monday 11th May 2020** on Zoom.

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

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

1. The Chairman welcomed everyone to the meeting and the latest member, Councillor Leonard.
2. **Apologies for absence.** Cllr Hockridge, Cllr G. Jury
3. **Vote on vice chair position** – Cllr Eberle was nominated by Cllr Jewell and seconded by Cllr Fogerty. It was unanimously **RESOLVED** Cllr Eberle to take the position of vice Chairman.
4. **Public Forum** – No members of the public spoke.
5. **Declarations of Interest in items on the agenda** - Nil
6. **Minutes of the previous meeting** held on 23rd March were unanimously agreed as a true record and signed by the Chairman.
7. **Update from West Devon Borough Council** – noted and attached

 Update from Sourton Hall – Nil

 DCC – Okehampton recycling facility was now open again.
8. **Planning** - Nil
9. **Policies**
 - 9.1 Internal Control Policy
 - 9.2 Finance Risk assessment

It was unanimously **RESOLVED** to adopt the policies immediately. Proposed by Cllr Eberle, seconded by Cllr Jewell
10. **Councillors reports** - to receive reports on meetings attended and matters brought to the attention of councillors
 - 10.1 Cllr Eberle – Abandoned vehicle. It was agreed Cllr Eberle would send all information to the clerk who was to report it on DCC website and follow up with a letter.
11. **Clerk's report** - Report noted and attached.
12. **Finance:**
 - 12.1 **Financial report:** Report attached. The clerk presented the end of year accounts and they were unanimously approved.

12.2 Accounts for Payment – The following payments were approved

A Braidwood salary – May 2020	£264.08
Grass cutting 3 rd Cut - May	£90
TOTAL	<u>£344.08</u>

- 12.3** Clerk noted a duplicate payment of expenses as noted in records in Feb 2020 of £16.00. April expenses have reduced by this amount to zero.

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), as they involve the likely disclosure of sensitive & confidential information.

13. West Devon Enforcement List update – noted. Clerk to report concerns raised and request an updated list.

14. Items for the agenda for next meeting. AGAR for approval. Thorndon Cross footpath update. Enforcement update.

15. Date of next meeting - 1 June 2020 – 1930 Virtual meeting.

16. Meeting closed at: 2015 hrs

Sourton Parish Council

Finance Report

15 Apr 2020

1. Reserve Account – as at 13 Mar 2020	£4180.13
Interest	£0.73
New Balance as at 15 Apr 2020	£4180.86
2. Current Account – as at 13 Mar 2020	£1485.64
Receipts	£100
Payments	£174.29
New Balance as at 15 Apr 2020	£1411.35
Less unpresented cheques	(£675.00)
Balance after cheques cleared	£736.35

Clerk Report – 5 May 2020

This will be updated again before the meeting.

- Grass Cutting - Adrian Manning has cut the grass as he was happy to be able to whilst adopting social distancing. He used a high visibility jacket and the grass cutting was left as agreed on the Village Green. First two cuts have been completed and invoice received. Cheque paid on 30 April 2020. (£180)
- Audit – well underway. All documents have been received by the Internal auditor, and a Zoom meeting is arranged for 13 May to go through the remaining requirements.
- Grants – All cheques and accompanying letters had been sent out as agreed.
- Annual Meeting – has been postponed until 2021
- Cheques sent – Adrian Manning. DALC £100.59 paid on 16 Apr 2020. WDBC election recharge invoice was received and paid on 29 Apr 2020.
- Precept received – although not showing on finance documents as I have not yet received the bank statement, we have been sent the BACS remittance advice as at 15 April. £4047.50
- Website accessibility statement – currently being written, the deadline is September. This should be completed this month.
- Localities grant. – received and deposit made on 9 April
- Covid 19 leaflets. Clerk had only received 1 request for help and a volunteer from Bridestowe is assisting that person. 2 volunteers had offered help and were added to the database at Bridestowe.

End of Year Accounts FY 2019-2020

Totals to Date													
Receipts													
Total	Precept	Grant	Bank Interest	VAT Refund	Column 1	Column2	Trf from Bus Reserve	Interest	Transfers from C/A	Transfers to C/A			
7,925.21	5,877.00	589.00	-	259.21	-	-	1,200.00	8.33	4,000.00	1,200.00			
Payments													
Total	Clerk's Salary	Grants and Donations	Admin and training	Grass Cutting of Green	Office Costs	Churchyard	Insurance	Asset Maintenance	Election Costs	VAT	Trf to Bus Reserve	blank1	blank2
11,150.82	3,419.58	700.00	249.66	800.00	849.08	680.00	369.51	-	-	82.99	4,000.00	-	-
Bank Summary from Cash book													
			Current A/A	Reserve A/C	Total								
Balance	01/04/19		3,877.56	1,372.53	5,250.09								
Receipts to			7,925.21	4,008.33	11,933.54								
Payments			11,150.82	1,200.00	12,350.82								
Balance at	31-Mar-20		651.95	4,180.86	4,832.81								
Bank Reconciliation													
			Current A/A	Reserve A/C	Total								
Balance per statement	31-Mar-20		1,485.64	4,180.86	5,666.50								
Outstanding cheques	Chq No	Amount											
	891	136.21											
	892	22.48											
	896	550.00											
	897	50.00											
	895	25.00											
	898	50.00											
Total Outstanding cheques			(833.69)										
			651.95	4,180.86	4,832.81								
Difference			0.00	-									
Section 2 - Accounting Statements													
Balances b/f					5,250	Box 1							
Precept					5,877	b2							
Total other Receipts					857	b3							
					11,984								
Staff costs					3,420	b 4							
All other Payments					3,731	b 6							
					7,151								
Balances C/f					4,833	b 7							

WDBC Update

For an update, most of the information has been passed on already. The council will be increasing its meeting schedule now the situation looks to continue with online meetings being broadcast via YouTube. Planning meetings will also take place as required. Times and agendas can be found on the website.

Funding has been paid now to most businesses in the area and a new hardship fund has been announced for those in need.

I continue to post updates and share items of interest on Facebook and recommend following the WDBC page for information.

Caroline

Cllr. C Mott

Deputy Mayor

Bridestowe Ward, West Devon Borough Council