

Diptford Parish Council Meeting

Tuesday 8 May 2018 at 7.50 pm in the Village Hall, Diptford

(following the Annual Parish Council meeting)

Questions from the Public

Two members of the public attended to talk about planning application 1226/18/PDM.

Update from District and County Councillors

County Councillor Richard Hosking sent a written report. He suggested amendments to his report from 10 April which were accepted. He has requested an update on Gara Bridge and will report when this arrives. He commented that the bid by Somerset County Council came as a surprise relative to DCC's joint Devolution Bid. He will update on this when more information is known.

DRAFT MINUTES

Present: Cllrs Foster (Chair), Franklin (Vice Chair), Hill, Peach, Lethbridge and Zoe Oldman (Clerk).

08.05.1 **Apologies for absence** were received from Cllrs Parker Davidson and Hosking.

08.05.2 **To note declarations of interest and Dispensations in items on the Agenda** There were no declarations of interest or dispensations.

08.05.3 **The minutes of the meeting held on the 10 April 2018, with amendments suggested by Cllr Hosking were confirmed and signed by the Chair as a true record.** The revised minutes will be on the website.

The Clerk will email all Councillors reminding them at the start of the new Council year that the Parish Council agenda is a legal summons and that they are required to attend the meeting or give apologies if there is a reasonable excuse. It is disappointing that more Councillors did not attend the Annual Parish Council meeting to appoint officers.

08.05.4 **Diptford Playing Field**

Diptford Amenity Trust Current account £135.44 Savings account £5,600.37 (revised bank statement 08.05.18)

The cheque for £570.07 for insurance from May 2018-9 was signed.

A bearing has seized on the ride-on mower so this is being fixed at the moment. It was agreed that payment will come from the Amenity Trust bank account. A rota for the mower and training will be discussed at the June Parish Council meeting.

Four Councillors attended the Playing Field AGM. The Playing Field Group feel that the shelter is still being used and are taking steps to renovate it. The Parish Council will need to find another way of housing the ride-on mower.

The Playing Field Group are considering a composting toilet for the Playing Field. It was agreed that this would be a good idea.

The Clerk will write to the Playing Field Group to remind them about the timescale, requirements and value of the TAP Funding.

08.05.5 **Planning Applications**

1226/18/PDM Old Barn, Thornlands, (opposite Thorn Farm), Diptford, Devon, TQ9 7NF

Notification for prior approval for proposed change of use of agricultural buildings to dwellinghouse (Class C3) and for associated operational development (Class Q(a+b) resubmission of 1787/17/PDM)

No objection subject to concerns about the proximity of the soakaway to other properties and public highway.

Councillors had concerns that the area on the plan seemed too small for a soakaway and septic tank. They were concerned that if there were any problems the effluent would go on to the road. Councillors agreed to raise the issue asking the building inspector to ensure compliance. Subject to this issue, Councillors agreed they had no objection to the application.

1394/18/HHO Ashwell House, Halwell, Devon, TQ9 7LB

Householder application for altering the tennis court to garden area with greenhouse, garden shed and raised planting beds. **No objection**

Premises licence application for the Sea Change Festival at Dartington Estate, 24-5 August

Councillors agreed that this was a local issue for Dartington residents and they had no comments.

Planning enforcement will be discussed at the June meeting.

08.05.6 P3, footpaths & highways

The Clerk will continue to chase DEFRA and mud on the road will remain an agenda item despite the better weather.

In the absence of Cllr Parker Davidson the potential Parish Paths project at Larcombe Quarry will be discussed at the June meeting. In the meantime, the Clerk will ask what is required from the Parish Council and how they can support any potential project.

A response from the school regarding parking problems has not yet been received. It was agreed that the Clerk will write to the Link Academy, copying the School Governors.

08.05.7 Defibrillator

Negotiations are progressing with regard to a possible second defibrillator in Curtisknowle. There are a couple of options for its location.

It was agreed that Cllr Hill would ask if Rotary funding might be available towards a second defibrillator.

08.05.8 Finance

1. To approve cheques for payment:

Cheque	Description	VAT	Gross
866	Parish Council insurance policy for 2018-9 with Zurich		206.08
867	Annual internal audit carried out by Alison Marshall, LCAS		115.30
868	Subscription to DALC & NALC for 2018-9	15.98	122.89
869	Clerk's April expenses		41.70
870	Clerk's April salary		325.00
Receipts			
BGC	50% of the Precept and CSA received from SHDC on 12 April 2018		4301.50

In addition, it was agreed to pay an invoice received since the agenda was published of £48 for Cllr Parker Davidson's GDPR training.

2. To receive the Financial Statement

Lloyds Current Account to 02.05.18	7188.45	P3 Footpaths	74.29
<i>Less</i> payments & unrepresented cheques	810.97	Winter Emergency Planning	800.00
<i>Plus</i> uncleared receipts		Community Lengthsman	1000.00

	6377.48
Total Current Account	6377.48
Lloyds Saving account to 02.05.18	1031.38
Total funds	7408.86

Defibrillator	1006 (+£200 VAT)
Total Reserves	2880.29

Total uncommitted funds £4528.57

3. It was agreed to move the reserves into the saving account so they were separate from the current bank account.

08.05.09 Certificate of Exemption

The Certificate of Exemption from a limited assurance review was signed by the Clerk as the Responsible Financial Officer and the Chairman.

08.05.10 Annual Governance and Accountability Return 2017-8 Part 2 (AGAR)

All Councils are required to implement an annual independent internal Audit examination of its Accounts and accounting processes. The aim of the internal audit is to conclude whether a Council’s systems of financial and other internal controls are adequate and effective. The internal auditor found that Diptford Parish Council has sufficient systems of control in place which, as a result, supports the lowering of risk to the Council. There were no matters of concern.

Councillors discussed the recommendations:

- The auditor was unable to access the website. Councillors have not experienced any problems but the website is due for an update and this was discussed in item 08.05.12.
- There is no official risk management scheme in place. The Council does have a risk schedule which is updated annually.
- Reserves are low for the size of the Council. Councillors agreed that they should try and build them up when possible.
- There is no anti-fraud and corruption policy, data protection policy or statement of internal control. A data protection policy is being developed. The other documents will be considered.
- A USB stick should be used to back up documents for additional security. Councillors were concerned about the security of a USB stick. They felt that the current arrangement with Dropbox is more secure.
- The location of the meetings has now been added to the minutes.
- The Council is not registered with the Information Commissioners Office as is required. Councillors felt that if this was required it should be provided for free not at a charge of £35.
- There is no grant funding policy or training policy. Councillors do have a training policy. All new Councillors are sent on training and any available training courses are offered to all Councillors at the Parish Council meetings and minuted. It was agreed that this would be written down.
- No payslips are produced or a P60. The Clerk does produce monthly payslips although these are very basic. Councillors felt that these would suffice if they met HMRC requirements. The Clerk has generated a P60 but not printed it out for the internal audit.

Section 1 of the AGAR – the Annual Governance Statement was approved by the Parish Council and signed by the Chairman and Clerk.

Section 2 of the AGAR – the Accounting Statements 2017/8 was approved by the Parish Council and signed by the Chairman.

It was agreed that the documents will be published on the Parish Council website: diptfordparishcouncil.org

The dates for the period for the exercise of public rights are Monday 4 June – Friday 13 July 2018.

08.05.11 Clerk’s pay

Councillors noted the NALC employment briefing and 2018-9 National Salary award. Councillors approved the recommended increase which will increase the Clerk’s pay by £7.25 a month. Cllr Franklin commented that this is usually back dated until the start of the financial year in April. This was agreed.

08.05.12 Website

It was agreed that the Clerk should investigate options to stop adverts appearing on the site even if this meant moving to independent hosting.

It was agreed that the Clerk would update the website and make it a bit more interactive.

08.05.13 General Data Protection Regulation

In the absence of Cllr Parker-Davidson it was agreed to postpone this item to the June meeting. Cllr Parker Davidson attended the DALC training in April and work has started on a data protection policy.

08.05.14 Correspondence received

a) Calor Rural Community Fund

This will be advertised on the noticeboard.

b) Devon Community Resilience Forum – 14 June

No Councillors will attend this time.

c) Wessex Resolutions CIC

The Parish Council doesn't advertise loans.

08.05.15 Correspondence available at the meeting

No correspondence was available at the meeting.

08.05.16 Reports on meetings attended

No meetings have been attended.

08.05.17 Any other business

Cllr Franklin commented on a letter from Gigaclear potentially offering better speeds. Councillors agreed to investigate whether there would be a voucher scheme.

Councillors discussed the fact that they objected to Planning application 1226/18/PDM when previously submitted as application 1787/17/PDM as there is no residential planning permission at the applicant's stated address. However, this was not recorded by SHDC as the application was withdrawn. It was agreed that this would be discussed with SHDC.

There was no other business.

Meeting ended 9.15 p.m.

Date of next Meeting Tuesday 12 June at 7.30 p.m. in the Village Hall.