

Diptford Parish Council AGM

Wednesday 5th May 2021, 7.00 pm

To all Members of the Council

You are hereby summoned to attend the remote annual council meeting of Diptford Parish Council to be held on Wednesday 5th May for the purpose of transacting the following business.



Sally Smale, Clerk to the Council

Date 28th April 2021

AGENDA

Members of the public are welcome to attend:

Diptford Parish Council Annual Meeting

May 5, 2021 19:00

Join Zoom Meeting

<https://us02web.zoom.us/j/87481951629?pwd=dGZ5eFRjWHJrTlE5MW5lbE0zMHIDZz09>

Meeting ID: 874 8195 1629

Passcode: 401219

2021 41

Election of officers

1. Election of Chairman and completion of Declaration of Acceptance of Office
2. Election of Vice-Chairman and completion of Declaration of Acceptance of Office

2021 42

To accept apologies for absence

2021 43

In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1(2), the Council is to determine which items, if any, should be taken with the public excluded.

Reports from District and County Councillors

2021 44

To note declarations of interest and dispensations in items on the Agenda.

2021 45

To confirm the Minutes of the Meeting held on the 13th April 2021

2021 46

To appoint members to serve on the following Committees and outside bodies and hold specific responsibilities:

Committee/Outside body	2020/2021 Members
Village Hall Committee	<i>Cllr Hill</i>
P3 liaison	<i>Cllr Parker-Davidson</i>
GDPR liaison	<i>Cllr Parker-Davidson</i>
Diptford Community Fund	<i>Cllrs Baggott & Lethbridge</i>
Community Lengthsman liaison	<i>Cllrs Hill & Parker-Davidson</i>
Playing Field Group	<i>Cllrs Foster & Lethbridge</i>
Health	<i>Cllr Peach</i>
Website	<i>Cllr Parker-Davidson</i>
Dementia Friendly Parish	<i>Cllr Parker-Davidson</i>
Eleemosynary	<i>Cllrs Foster, Peach and Lethbridge</i>

2021 47

To approve Parish Council arrangements

Snow Warden

Andrew Savery

Internal Auditor

Alison Marshall

2021 48 To agree a plan and dates for future meetings should the current appeal to allow a continuation of virtual meetings be unsuccessful (Appendix 2 background paper distributed previously)

2021 49 To review subscriptions to other bodies:

DALC £115.00

ICO £35.00

2021 50 To consider the insurance quotations received and agree renewal:

Zurich £206 (Have the option to take out a 3 or 5 year agreement but this does not affect the premiums)

Came and Company £218 (Charge an admin fee)

Norris and Fisher £298.62

2021 51 To resolve to re-adopt the following policies and Council documents:

Assets Register	Grievance policy
Code of conduct	Health and safety policy
Complaints policy	Publication scheme
Data privacy	Risk schedule
Disciplinary procedure	Standing orders
Equality and diversity policy	Statement of internal control
Financial regulations	Training and development policy

2021 52 **Diptford Playing Field**

a) Diptford Amenity Trust Accounts 28th April

Current account £3155.31

Savings Account £ 41.30

b) To consider applying for grant funding for resurfacing the tennis court. (Details distributed earlier)

2021 53 **Highways and Community Lengthsman**

a) To agree any work for The Lengthsman or to report to DC

2021 54 **To note planning decisions made by SHDC:**

a) 0415/21/HHO Avon Rise Diptford TQ9 7NZ Peter Loveland Householder application for change of roof to pitch and finish, proposed dormer and new rooflights to front and rear, small extension to rear of property

DECISION: Conditional Approval

2021 55 **Finance**

1. To approve payments and note receipts:

T/F to Savings account			2,940.00
S Smale	2021 03	Clerk's Office (Phone / heating /)	16.00
S Smale	2021 04	Clerk's Pay	349.74
A Marshall	2021 065	Audit	100.00
S Smale	2021 03	Mileage	6.75

2. To receive the Financial Statement

Current Account 26th April 2021	7964.90	184	P3 - Footpath maintenance
MINUS Unpresented: Clerk's Office 16.00 Clerk's Pay 349.74 Audit 100.00 Mileage 6.75	472.49	800	Winter Emergency Planning
PLUS Uncleared receipts	0	5,223	Community lengthsman project
Current Account	7492.41	2,196	Amenity trust
Savings Accounts	9,298.58	1,865	Contingency
TOTAL FUNDS	16,790.99	10,268	Total

Total uncommitted funds £ 6,522.99

2021 56 Annual Governance and Accountability Return (Distributed previously)

- a) To resolve to use the certificate of exemption instead of the full internal report
- b) To approve Section 1 of the Annual Governance Statement 2020-2021
- c) To approve Section 2 Accounting Statements 2020-2021
- d) To agree the dates for the period for the exercise of public rights
(The inspection period must be 30 working days inclusive and must include the first 10 working days of July.)

2021 57 Internal Audit

- a) To discuss the recommendations in the internal audit report (circulated previously) and agree actions required
- b) To agree renewal of contract for 2022 = £100