

# Diptford Parish Council AGM

Wednesday 5th May 2021, 7.00 pm

## MINUTES

**Present** Cllrs Foster (JF) (Chair), Franklin, (SF), Baggott (BB), Crocker (TC), Hill (SH), Lethbridge (LL), Parker-Davidson (SPD), Peach (CP) and Sally Smale (Clerk)

**No members of the public were in attendance**

### 2021 41 Election of officers

1. **Proposed by SF, seconded by SPD and all in agreement that JF be elected as Chairman** - the Declaration of Acceptance of Office will be completed next week
2. **Proposed by CP, seconded by LL and all in agreement that SF be elected as Vice-Chair** - the Declaration of Acceptance of Office will be completed next

**2021 42 Apologies were received from Cllrs Hosking and Pannell**

**2021 43 In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1(2), the Council determined no items should be taken with the public excluded.**

**Reports from District and County Councillors had been received by email. See appendices 1 - 3**

**2021 44 There were no declarations of interest and dispensations in items on the Agenda.**

**2021 45 The Minutes of the Meeting held on the 13<sup>th</sup> April, as previously circulated, were confirmed and will be signed by the Chair**

**2021 46 The following members were appointed to serve on the following Committees and outside bodies and hold specific responsibilities:**

<b>Committee/Outside body</b>	<b>2021/2022 Members</b>
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 &amp; Lethbridge</i>
Community Lengthsman liaison	<i>Cllrs Hill &amp; Parker-Davidson</i>
Playing Field Group	<i>Cllrs Foster &amp; Lethbridge</i>
NHS	<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 The following Parish Council arrangements were approved:**

Snow Warden                      Andrew Savery  
Internal Auditor                  Alison Marshall

### 2021 48 Future meetings

**Following the decision that after 7<sup>th</sup> May virtual meetings would not be legal, it was resolved that Council adopt a temporary Scheme of Delegation to the Clerk (See app. 4) commencing Thursday 6th May. This would be backed up by virtual Full Council meetings on the regular 2nd Tuesday of the month where decisions would be recommended to the clerk, who would then enact those recommendations under the temporary delegation. The scheme will remain in place until Councillors decide that a return to face-to-face meetings is safe, or that the**

delegation should cease for any other reason. It is anticipated that this will be at the meeting on 13th July 2021.

For the year 2021 – 2022 meetings would continue to be held on the 2<sup>nd</sup> Tuesday of the month unless otherwise agreed in advance.

**2021 49 The following subscriptions to other bodies were approved:**

DALC	£115.00
ICO	£35.00

**2021 50 Insurance**

**It was resolved to renew Council insurance with Zurich on a 1 year contract - £206**

**2021 51 It was resolved to 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) The Diptford Amenity Trust Accounts 28th April were noted:  
Current account £3155.31  
Savings Account £ 41.30
- b) It was agreed to explore grant funding opportunities for The estimated £20,000 required to repair the tennis courts.  
Clerk to contact Devon Community Foundation for advice and bring to next meeting.

**2021 53 Highways and Community Lengthsman**

- a) No immediate work for The Lengthsman or DCC was identified

**2021 54 The following planning decision made by SHDC was noted**

- 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 following payments were approved and receipts noted:**

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. The Financial Statement was received:**

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
<b>TOTAL FUNDS</b>	<b>16,790.99</b>	<b>10,268</b>	<b>Total</b>

**Total uncommitted funds £ 6,522.99**

**2021 56 Annual Governance and Accountability Return (Distributed previously)**

- a) It was resolved to use the certificate of exemption instead of the full internal report
- b) Section 1 of the Annual Governance Statement 2020-2021 was approved
- c) Section 2 Accounting Statements 2020-2021 were approved
- d) It was resolved that the clerk would set the dates for the period for the exercise of public rights following signing of the AGAR by the Chair.

**2021 57 Internal Audit Report**

- a) The recommendation regarding VAT receipts was noted
- b) Payment approval will recommence with the reinstatement of face-to-face meetings.
- c) It was agreed to renew the contract with A Marshal for 2022 = £100

Meeting closed at 8.02 pm