

THROWLEIGH PARISH COUNCIL

Minutes of the Throwleigh Parish Council Meeting held on Monday, 2nd March 2020 at 7.30pm in Throwleigh Village Hall.

Present: Cllr J Wisniewski (Vice Chairman), A Warwick Oliver, D Van Der Horn and D Jordan.
Also present: Mrs K Graddock (Parish Clerk), two members of the public.

THR11 Apologies

Apologies were received from Cllr Crawford, Hayes and Vincent.

THR12 Declarations of Interest

Cllr van der Horn declared a personal

THR13 Minutes

RESOLVED: That the Minutes of the meeting of 6th January 2020 be approved as a correct record and signed by the Vice Chairman.

(NC)

THR14 VE Day Celebrations

A member of the public mentioned that a number of senior parishioners would like to celebrate VE Day. Grants are available to apply for. A Parade or Procession in period dress could take place. Possible use of tractors/vintage vehicles. They felt a meal could take place that is historic to the area such as ham sandwiches and cider although this could be a bring and share. They further reported that a local resident maybe able to do music and another resident to read out families stories of the War. There will be a plaque displayed at the end of the Hall to commemorate. The parishioner requested the Councils support and co-sponsor in order to apply for a grant.

RESOLVED: That the Parish Council supports the event.

(NC)

THR15 Planning

a) 0043/20

Proposal: Replace existing metal corrugated roof with natural slate.

Location: St Johns, Murchington, Chagford.

Resident from St Johns, Murchington spoke on the application and asked for the council's support.

RESOLVED: That the Parish Council supports this application.

(NC)

b) 0053/20

Proposal: Removal of 3.5m of stone wall to widen existing opening to create vehicular access with timber gates on granite posts.

Location: 2 Tolmen, Throwleigh.

The Vice Chairman stated that there are 4 or 5 letters against the application. Cllr van der Horn raised concerns over conservation and believed that losing part of the Medieval wall would have an

impact on the view into the village. He further stated that he had concerns over road safety, and that the sight line and turning circle is still a concern. He further stated that parking could become an issue.

*** Cllr van der Horn left the meeting having declared a Personal and Pecuniary Interest in the item. ***

Members discussed the concerns over a possible road safety issue, but noted that the Highways report states that the application is satisfactory. Members were also unsure whether the wall is in fact a Medieval wall.

RESOLVED: That the Council understands the concerns from residents however, also understands the need for the application, therefore the Council supports the application.

(NC)

*** Cllr van der Horn returned to the meeting. ***

c) To note withdrawal of 0561/19 Beech Cottage.

It was noted that bats were found to be within Beech Cottage which is why the application has been withdrawn.

RESOLVED: That the information is noted.

(NC)

d) To note and comment as necessary on premises licence for 22 Mill Street, Chagford.

RESOLVED: That the information is noted.

(NC)

THR16 Reports from outside bodies

Broadband

A member of the public spoke on a reply received from Connecting Devon and Somerset following a letter sent by the Parish Council with their concerns over broadband speeds and inconsistency in the Parish. They further reported that there is inconsistencies between the letter and website data and that 21 out of 38 properties have been changed to no plans at all. They informed members that speeds on Shilstone Lane have improved but are still not adequate and that after 6th March, residents can apply for a demand of at least 10mbps, although if the cost of installing this is higher than £3,400 there is no obligation to install this. Members thanked the parishioner for his support and the draft letter and it was

RESOLVED: That the Council endorse a reply to Connecting Devon and Somerset and the Clerk is authorised to action this.

(NC)

Defib – Grant from DCC

Members were reported that Cllr McInnes had granted £85.00 towards the replacement defibrillator pads.

RESOLVED: That a letter of thanks be sent to Cllr McInnes.

(NC)

THR17**Finance**

The following payments and receipts were circulated to members, prior to the meeting:

Payments:

NO	DESCRIPTION	PAYEE	AMOUNT	CHEQUE NUMBER
1	Salary Jan - March	Mrs K Graddock	£553.64	000513
2	PAYE/NI Jan - March	HMRC	£138.40	000514
3	Expenses Jan - March	Mrs K Graddock	£83.73	000515
4	Village Hall Hire – Interviews	Throwleigh Village Hall Fund	£10.00	000516
5	PAYE Services	Hawthorns Accounting Services Limited	£44.00	000517
6	Microsoft 365 12 month subscription	C/O Mrs K Graddock	£79.99	000518
7	Leaving flowers	Mrs Jackie Crawford	£25.00	000519
		TOTAL:	£934.76	

Receipts:

NO	DESCRIPTION	PAYEE	AMOUNT	Method
1	Defib pad grant	Devon County Council	£85.00	BACS
		TOTAL:	£85.00	

RESOLVED: That the payments above totalling £934.76 and receipts totalling £85.00 with the bank reconciliation showing the current account at £4,204.82 (before payments), Reserve account at £653.31 and Emergency account at £282.26 be accepted and actioned by the Clerk.

(NC)

The clerk raised a slight concern that only two signatories were in place, especially if the signatories were not in attendance at meetings, therefore it was

RESOLVED: That the Clerk obtain a new mandate for all councillors to become signatories on the Council's accounts.

(NC)

THR18**Governance****a) Privacy Notice**

Members were circulated a draft Privacy Notice which is a legal requirement for the Council.

RESOLVED: That the Privacy Notice as attached as Appendix 1 be accepted and displayed accordingly.

(NC)

b) Risk Assessment

Members were circulated a draft Risk Assessment completed by the Clerk, which is a legal requirement for the Council. During completion it was noted that a number of measures needed to be actioned which were:

1. A removable data backup device is purchased.
2. The Fire Risk Assessment procedures for The Village Hall are sought due to concerns over the smaller meeting room suitability in the event of a fire.
3. A small metal filing cabinet is purchased to ensure documents are secure.
4. Investigation into the deposit of the old minute books at The Records Office.
5. The implementation of Financial Regulations.
6. The adoption of The General Power of Competence if eligible.
7. The adoption of a Freedom of Information Policy.
8. The Clerk to investigate VAT reclaims from previous years and submit one for this financial year.
9. Completion of an up to date Asset Register.

RESOLVED: Members agreed that these actions were important and the Clerk was authorised to actions the points listed above and that the Risk Assessment, attached as Appendix 2 be adopted and signed by the Vice Chairman.

(NC)

THR19 Dartmoor National Management Plan

Members were circulated information relating to the Dartmoor National Management Plan and it was

RESOLVED: That Councillors submit their own views independently.

(NC)

THR20 Highways

Concerns were raised as to clarity of the responsibility of ditch clearance following the recent communication from Devon County Council.

RESOLVED: That the Clerk enquire whether, that if it's the land owners responsibility, will Devon County Council enforce the ditch clearance and hedges if they are not completed.

(NC)

THR21 Climate Change/Emergency

Cllr van der horn stated that Cllr Goffey sent through the notes from the recent Eco Day which he had attended. He reported that a group of 18 local councillors went to Waitrose and spoke to them regarding packaging, food waste, where their food comes from etc.

RESOLVED: That Cllr van der Horn is authorised to become a representative on the 'together' group for Climate Change/Emergency.

(NC)

THR22

Flood Risk

Cllr van der horn reported that he was in receipt of information that said each council should look at ensuring they have a flood risk plan. Cllr Warwick-Oliver mentioned that there used to be a store of old bags to be used as sand bags but are no longer available. Cllr van der horn mentioned that it could surface some of the issues that the parish needs to tackle, especially given the recent weather and the number of properties that have required plumbing assistance due to the weather conditions.

Cllr Warwick-Oliver had researched other parish councils plans and in particular Sticklepath, who have one but isn't necessarily user friendly.

RESOLVED: That Cllr van der Horn investigate producing a Throwleigh Flood Risk Plan and bring back further information to a future meeting.

(NC)

THR23

Councillor reports or items for a future Agenda

Cllr Warwick-Oliver mentioned that there is a Links meeting on 12th March and she would be happy to attend.

Cllr Warwick-Oliver mentioned that the Providence Schools Charity term for Trustees has expired and everyone in attendance was happy to continue. Cllr Crawford will be contacted on her return from annual leave regarding whether she is also happy to continue. Cllr Warwick-Oliver gave an update on the Charity and the good things that they have done to date.

Cllr van der Horn mentioned that he was going to attend the Dartmoor Assembly.

Cllr Wisniewski stated that he will be organising the annual pond clearing for 29th October.

THR24

Exclusion of Press and Public

RESOLVED: That under Section 1(2) of the Public Bodies Admission to Meetings Act 1960 that the Press and Public be excluded from the meeting for the following items as they resolve likely to disclosure of confidential information.

(NC)

THR25

Employment

Members were circulated a draft contract for consideration, prior to the meeting.

RESOLVED: That the appointment of Mrs K Graddock as Parish Clerk and Responsible Finance Officer is ratified and the Vice Chairman sign the contract.

(NC)

Meeting ended at 9.11pm.

Signed: Dated:

Throwleigh Parish Council

Clerk: Mrs Kate Graddock BA (Hons) FiLCM

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Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Throwleigh Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Throwleigh Parish Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Clerk of the Council.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk to request this.

Information Deletion

If you wish Throwleigh Parish Council to delete the information about you please contact the Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling

Throwleigh Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk on the details above and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Subject	Risks identified	Risk Score H/M/L	Management/control of risk	Review date/Reassessment/Action
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M	All files and records kept at the Clerks Home. Currently no separate back up. In the event of the clerk being indisposed, the Chairman holds the details of the website and email login and to contact DALC for a list of Locum Clerks	Data Back up to be purchased. Give details of the Council's computer login details. Review in May 2020.
Meeting location	Adequacy and Health and Safety	M	Meetings are held at Throwleigh Village Hall. The small room being used normally. This could be difficult to exit in the event of a fire, given the size of the room and number of people inside. Door key is held by the Clerk. The Main Hall is considered to be adequate for clerk, councillors and any public who attend from a health, safety and comfort point of view.	Clerk to assess Fire Risk Procedures at meeting location and request a copy of the Risk Assessment for Throwleigh Village Hall. Review in May 2020.
Council records	Loss through theft, fire or damage	M	Current papers held at Clerks address in plastic boxes. Historic Minutes are kept at Clerks home address.	Council to purchase a small metal filing cabinet (potentially fire proof) to ensure documents are secure, not at risk of fire and are secure in one place. Clerk to investigate the deposit of historic minutes with the Records Office for safe keeping. Review in May 2020.

Council records electronic	Loss through damage, fire, corruption of computer	M	The Council's records from January 2020 are stored on the Council's computer. Previous records are all paper copies	Council to purchase a small metal filing cabinet (potentially fire proof) to ensure documents are secure, not at risk of fire and are secure in one place. Council to purchase a data backup system. Review in May 2020.
Precept	Adequacy of Precept	L	Sound budgeting to underline annual precept. The Parish Council receives banking information at each meeting, budget updates and an agenda item is placed on the January Agenda to set the Precept	Existing procedures adequate.
Insurance	Adequacy	L	An Annual Review is undertaken of all insurance arrangements in place. Employers liability, public liability and fidelity guarantee are a statutory requirement.	Existing procedures adequate.
Banking	Inadequate checks	H	The Council should have Financial Regulations which set out the requirements for banking, cheques and the reconciliation of accounts. Accounts are annually reviewed by internal and external auditor.	Financial Regulations need to be put in place immediately, to be adopted at the next meeting.
Cash	Loss through theft or dishonesty	L	No petty cash is held. Any cash transactions made by the Clerk are fully receipted and then reimbursed through expenses at each meeting	Existing procedure adequate.
Financial Controls and records	Inadequate checks	L	Reconciliation records completed by the Clerk. Two signatures required for cheques and all banking requirements. Internal and	Reconciliation reports to be signed of by the Chairman at each meeting.

			External audit takes place. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	The Council to adopt the General Power of Competence at its May meeting.
Freedom of Information Act	Policy Provision	H	The Council requires a Policy to deal with legislation.	Council to adopt a Freedom of Information Policy.
Clerk	Loss of Clerk, Fraud Actions	L	The requirements of fidelity insurance guarantee must be adhered to. Clerk should be provided with adequate training, reference books, access to assistant and legal advice.	Membership of DALC and SLCC maintained. Current procedure is adequate.
Election	Risk of Election Cost	L	Risk is higher in election year. There are no measures which can be adopted to minimise the risk of a contested election. A contingency fund should be kept to meet these possible costs.	Include in next financial budget. Current measures adequate.
VAT	Re-claiming/re-charging	M	No financial regulations. VAT reclaims should take place annually.	Council to adopt financial Regulations. VAT reclaims to be submitted annually.
Annual Return	Not submitted within the time limit	L	Annual return is completed and signed off by the Council and submitted to the internal auditor for completion and signing, then checked and sent to the External Auditor.	Adequate measures in place.
Assets	Asset register up to date and insurance covers items	M	No asset register found.	Clerk to compile an Asset Register for adoption at the next meeting.
Legal Powers	Illegal activity or payments.	L	All activity including payments made within the powers of the Parish Council to be resolved and clearly minuted.	Adequate measures in place.

Minutes/Agendas/Statutory documents	Accuracy and legality – non-compliance with statutory requirements	L	Minutes and Agendas are produced in the prescribed method by a Qualified Clerk. Minutes are approved and signed at the next meeting. Minutes and Agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chairman.	Existing procedures adequate. Councillors to adhere to the Code of Conduct.
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk Assessment of any individual event undertaken.	Existing procedure adequate.
Employer Liability	Non-compliance to Employment Law	L	Undertake adequate training and seek advice from DALC or SLCC where necessary.	Existing procedure adequate.
Legal Liability	Legality of activities	L	Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves meeting minutes.	Existing procedure adequate.
Members interests	Conflict of Interest Register of Members interests	L	Councillors have a duty to declare any interest at the start of the meeting. Register of Members interests form to be reviewed on an annual basis.	Existing procedure adequate. Members to take responsibility to update their register regularly.

Signed: _____

Dated: _____

Next Review Date: May 2020

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