

THROWLEIGH PARISH COUNCIL

Minutes of the virtual meeting of Throwleigh Parish Council held on Monday, 6th July 2020 at 7.30pm via Zoom.

Present: Cllr J Crawford (Chairman)
Cllrs J Wisniewski (Vice Chairman), D Jordan, A Warwick Oliver,
D Vincent.
Also present, Mrs K Graddock - Parish Clerk and Cllr P Ridgers
(West Devon Borough Council).

THR14 Apologies

Apologies were recorded from Cllr D Van Der Horn and D Hayes.

THR15 Declarations of Interest

None

THR16 Minutes

RESOLVED: That the minutes of the meeting held on 21st May be approved as a correct record and signed by the Chairman at a later date due to Covid-19.

(NC)

THR17 Public Participation

None

THR18 Reports from outside bodies

a) DCC Cllr J McInnes

The Clerk reported that Cllr McInnes gave his apologies for the meeting.

b) WDBC Cllr P Ridgers

Cllr Ridgers mentioned that a special grants fund has been set up for businesses/organisations that were unable to obtain any grants through the other methods announced by Government. He further reported that the Planning Inspector ruled out Whiddon Down Farm Shops Impact Retail Assessment, therefore, the appeal will go ahead. He mentioned that any further comments needed to be made before mid July and that he would send the link to the Clerk for distribution to Cllrs.

*** Cllr Vincent entered the meeting at 7.37pm. ***

Cllr Crawford asked whether the Recycling Cycles (In particular Okehampton) were getting back to normal and if they were accepting trailers. Cllr Ridgers replied that Recycling Centres were getting back to normal and queues are increasingly getting smaller, there is good social distancing in place and he understand that trailers are still prohibited.

c) Other Reports

No other reports were received.

THR19 Planning/Licensing

- a) **0256/20 Proposed: Demolition of two single storey extensions and addition of three single storey extensions at Beech Cottage, Throwleigh**

RESOLVED: That the Council support the application.

(NC)

- b) **New Premises Licence at Alder Vineyard, Lewdown, Okehampton**

RESOLVED: That the Council has no objections to the licence.

(NC)

- c) **0282/20 Proposed: Change of use from outdoor residential centre to a holiday let with demolition of extensions and erection of replacement extension at The Throwleigh Centre, Throwleigh**

Members raised concerns regarding the potential disregard of a potential covenant on the building that stipulates it needing to be for the benefit of the community and felt that no decision could be reached without additional information. Concerns were also raised at the apparent lack of communication between the applicant and Dartmoor National Park.

RESOLVED:

1. That the Clerk contact DCC Cllr J McInnes and Cllr G Hill from Chagford Parish Council to enquire whether there is a protected covenant on the building.
2. That the application is deferred until the information on a covenant is sought and the clerk arrange an Extra-ordinary meeting to discuss the application and an invitation is extended to DCC Cllr J McInnes and Cllr G Hill of Chagford Parish Council.

(NC)

THR20 Finance

- a) **Payments and Receipts**

Members were circulated the following payments and receipts from 22nd May until 6th July, prior to the meeting:

Payments

No	Description	Payee	Amount	Chq No
6	Salary	K Graddock	£386.68	000526
7	PAYE/NI	HMRC	£96.80	000527
8	Expenses	K Graddock	£39.60	000528
9	Internal Audit	H Chapman	£55.00	000529
10	Elections recharge	WDBC	£67.12	000530
11	Filing Cabinet/Sus. Files	K Graddock (Amazon)	£68.91	000528
				TOTAL £711.11

Receipts

None.

Bank Balances

Current Account: £4471.38

Reserve Account: £282.49

Business Account:£653.85

RESOLVED: That the payments totalling £711.11 be approved and cheques drawn and the bank balances be accepted and approved.

(NC)

b) Budget Review

Members were submitted a quarterly budget review as attached as Appendix 1. The Clerk explained that the Clerk's salary was costed incorrectly and that there had been no budget provisions for defib batteries and additional equipment, such as a filing cabinet and data back up. She also raised a query as to the amount of 'reserves' and felt that the Council should consider investigating a potential project to complete in 2021/22. Cllrs agreed but also recognised that the Council has been fortunate to be awarded a number of grants.

The Clerk mentioned her concern with a standing grant for the Church and Cemetery and that the Council does not have a legal power to donate money to an open churchyard (only closed) and that a Council should normally request a copy of the organisations accounts for consideration as to whether a grant is necessary and that any grant donation should be looked at yearly. Members felt that this wasn't an issue to be addressed at the current time but during the next budget setting process towards the end of the year but recognised that the funds were there to help with the grounds maintenance of facilities.

RESOLVED: That the budget review as detailed above be accepted and noted and the Clerk obtain a copy of both the Churchy and Cemeteries accounts for perusal.

(NC)

THR21 Governance

RESOLVED: That the Statement of Internal Control as attached as Appendix 2 be approved and accepted.

(NC)

THR22 Annual Governance and Accountability Return 2019/20

Members were circulated the AGAR for 2019/20 and the internal auditors report prior to the meeting. The Clerk informed members that the Council would be exempt from a full external audit, as it's expenditure was below £25,000.

a) To discuss and agree the Annual Governance Statement detailed in the AGAR 2019/20

RESOLVED: That the Annual Governance Statement as detailed in the AGAR for 2019/20 be received and approved.

(NC)

b) To receive and agree the Accounting Statements contained within the AGAR 2019/20 along with the Internal Auditors Report

RESOLVED: That the Accounting Statements contained within the AGAR 2019/20 be received and approved.

(NC)

c) To consider and agree the AGAR for 2019/20

RESOLVED: That the AGAR 2019/20 be approved and signed by the Chairman and the Council confirm they are exempt from a limited Assurance Review.

(NC)

THR22 Office of Police and Crime Commissioner: Councillor Advocate

Members were circulated information on the Office of Police and Crime and Commissioners Office on the Councillor Advocate Scheme, prior to the meeting.

RESOLVED: That Cllr J Wisniewski be elected to act as the Councillor Advocate for Throwleigh.

(NC)

THR23 Highways

The following concerns were noted:

- Road between the Cross and Wonson is deteriorating
- Sunken drain by The Barton
- Road has broken away by the cattle grid by Clanaborough on left hand side (Throwleigh side of Paynes Bridge)
- Road through Gidleigh by church is in a very poor condition
- Road from Higher Murchington to Yarnapitts is in poor condition
- Road from Forder to Aysh is in a poor condition

RESOLVED: That the Clerk report the items to Devon County Council and that a letter is sent relaying the Council's concerns regarding the road in Gidleigh in particular.

(NC)

THR24 Councillor report and items for a future Agenda

The following items were requested:

- Provision of a notice board at Murchington

THR25 Exclusion of Press and Public

RESOLVED: That the Press and Public be excluded for the following item in accordance with Section 1 (2) of the Public Bodies Admission to Meeting Act 1960 as the item involves the disclosure of confidential information.

*** The Clerk removed herself from the meeting. ***

THR26 Clerk's Salary

A discussion was held on the salary for the Clerk and a potential increase.

RESOLVED: That the Clerk is moved to Spinal Column point 19
backdated to April 2020.

(NC)

The meeting ended at 9.11pm.

Signed: Dated:

DRAFT