

Northlew Parish Council

Middle Meadow
Tavistock
Devon PL19 8NS
Email: clerk@northlewparishcouncil.org.uk
Mobile: 07956 312047
Clerk: Mrs S Main

To: **All Members of Northlew Parish Council**

8 June 2020

You are summoned to a virtual ordinary meeting of Northlew Parish Council on Monday 15th June 2020 at 7.30 pm for the purpose of transacting the following business. As a result of the government regulations which came into force on 4 April (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, this meeting will be held as a virtual meeting and participants will be invited to attend via a Zoom meeting invitation, details of which are provided below. These virtual meetings will continue until such time as the Coronavirus lockdown restrictions are lifted.

Zoom Joining Instructions

Topic: Northlew Parish Council
Time: Jun 15, 2020 07:30 PM London

Join Zoom Meeting
<https://zoom.us/j/93322659858?pwd=VVVo2UmtOa3RpUERoUkl3Y2VROTJlQT09>

Meeting ID: 933 2265 9858
Password: 783262

One tap mobile
+441314601196,,93322659858#,,1#,783262# United Kingdom
+442034815237,,93322659858#,,1#,783262# United Kingdom
Dial by your location
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom

Please let me know if you are unable to attend.

Yours sincerely

Sue Main
Clerk

19.30 Public Question Time

Prior to the start of the meeting, there will be a public session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. We request that notice of intent to ask questions/make comment be made to the Clerk by the Friday prior to the date of the meeting. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

AGENDA

1.	Apologies for absence	SSm
2.	Declarations of Interest	All
3.	Minutes - to consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 18 th May 2020	All
4.	Action Points Arising <ul style="list-style-type: none"> • See attached Appendix A 	All
5.	Governance <ul style="list-style-type: none"> • Privacy Statement review and adoption 	All
6.	Planning Applications 1290/20/FUL – Higher Southcombe Farm off Harpers Hill, Northlew EX20 3PD, proposed construction of new septic tank and soakaway field – http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/201290 (Deadline for comment 11 June – applied for extension) 1383/20/CLE – The Old Dairy Higher Southcombe, Northlew EX20 3PD, Certificate of lawfulness for commencement of works of planning approval 3815/16/FUL (use of redundant dairy building as a dwelling) http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/201383 (Deadline for comment 16 June – applied for extension) 1422/20 - Scobchester Northlew EX20 3NT Proposed replacement livestock building 2 - http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/201422 (Deadline for comment 2 July) 1421/20 - Scobchester Northlew EX20 3NT Proposed replacement livestock building 1 - http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/201421 (Deadline for comment 2 July)	All
7.	Parish Council Website <ul style="list-style-type: none"> • General update – See attached Appendix B 	SM
8.	Finance <ul style="list-style-type: none"> • Payments made, payments for authorisation and income received – see attached Appendix C • Audit update 	SM SM
9.	Correspondence	All
10.	Playing Field/Playground update <ul style="list-style-type: none"> • Insurance renewal • Rosco Safety Inspection Report [deferred until restrictions lifted] • Climbing frame donation – update • Update post monthly Working Party check – on hold as above • Update on replacement fencing – on hold • Playing field entrance – update 	SM SM SSm
11.	Public Lavatory <ul style="list-style-type: none"> • Update on costs for the repairs to the roof - on hold • Securing lavatories locked 	All SSm
12.	Matters brought forward by the Chair and Councillors <ul style="list-style-type: none"> • Dog Fouling • Coronavirus – update on any local council changes • Disposal of Council Printer and CPR kit • Newsletter – New Editor 	All SM SSm All

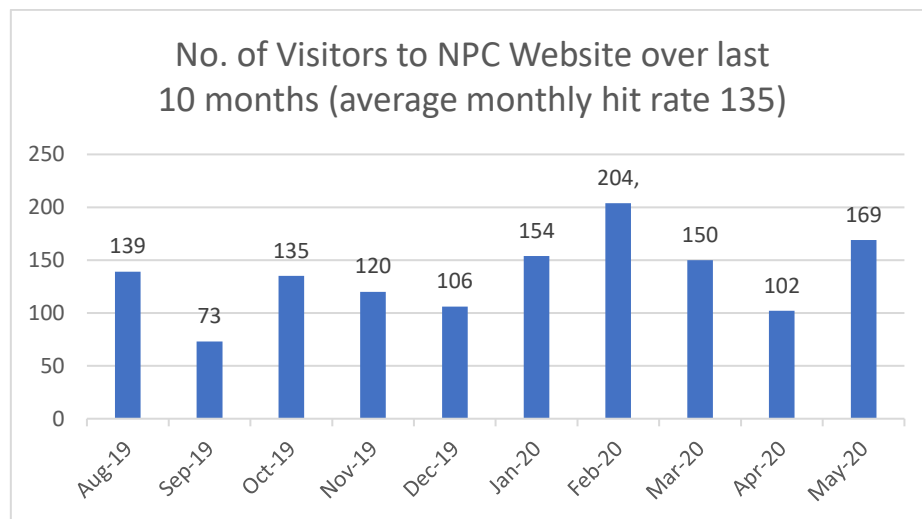
Appendix A – Item 4
Meeting 15th June 2020

Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 18th May 2020

Item	Description	Responsibility
5.	New Councillor Co-option - Action: SM to send SB details on setting up a new Council email address and the necessary statutory paperwork for completion including details on forthcoming 'Being a Good Councillor' course run by DALC once they are reinstated.	SM
6.	Governance – Standing Orders – Action: SM to upload approved documentation onto website	SM
7.	Planning 0808/20/FUL – submit a support comment 1013/20/FUL – submit an object comment 117/20/FUL – submit a support comment	SM SM SM
9.	Finance Audit: - Action: contact Internal Auditor to process audit	SM
11.	Playground Insurance – Action: SM to contact broker to clarify and finalise renewal Climbing Frame Donation – Action: BD to contact parishioner for response to emails	SM BD
12.	Public Lavatory – Action: SSm to secure locks and SM to keep in touch with Cleaner	SSm/SM
13.	Playing Field Entrance – Action: SSm to collect signage and draft a note and plan Grass Cutting – Action: SM to make contact with contractor re. keeping playing fields clear for cutting Northlew News New Editor – Action: all councillors to provide suggestions on a suitable replacement	SSm SM All

Northlew Parish Council – May 2020 update

Date	No of Visits	Top 5 Pages
August 2019	139	Agenda/Minutes, Local Info, Memory Page, Councillors, Home Page
September 2019	73	Agenda/Minutes, Local Info, Councillors, Memory Page, Contact Us
October 2019	135	Local Info, Agenda/Minutes, Home Page, Memory Page, Councillors
November 2019	120	Full Council, Home Page, Memory Page, Newsletter, Finance
December 2019	106	Full Council, Home Page, Local Info, Newsletter, Memory Page
January 2020	154	Full Council, Councillors, Local Info Home Page, Memory Page
February 2020	204	Meeting Dates and Papers, Full Council Local Info, Home Page, Newsletter
March 2020	150	Full Council, Agenda and Minutes Local Info, Homepage. Memory Page
April 2020	102	The Council, Local Info, Full Council Newsletter, Home Page
May 2020	169	Full Council, The Council, Local Info, Councillors, Contact Us



Illustrative monthly bank reconciliation

Name of authority: Northlew PC

County area: Devon

Financial year ending: 31/03/2021

Prepared by (Name and Sue Main, Clerk / RFO

Date: 08/06/2020

	£	£
Balance per bank statements as at 12/05/20		
Account 1	5,447.40	
Account 2	7,747.00	
Account 3	1.97	
Account 4	2,220.75	
	15,417.12	
Petty cash float (if applicable)		0.00
Less: invoices approved and paid since last Council meeting		
21/05/2020 Vision ICT	150.00	
21/05/2020 Riven - cloud file service	4.56	
21/05/2020 WDBC Rates for Lavatories (2 months)	52.00	
21/05/2020 Mrs SE Main reimbursement of Zoom sub	14.39	
21/05/2020 WDBC Recharge costs since May 2019 electio	72.22	
29/05/2020 Devon Communities Annual Sub	50.00	
01/06/2020 Arthur J Gallagher	878.40	
	1,221.57	
Add: further credit movements up until 12/5/2020		
27/05/2020 Seamoor Lottery	26.00	
29/05/2020 Interest on Account 4	0.35	
02/06/2020 Seamoor Lottery	31.50	
06/06/2020 Bank Compensation	100.00	
	157.85	
Balances available as at 12/05/20/4/20		14,353.40

Bank Accounts Balances as at 08/06/20/20		
Account 1	4,383.33	
Account 2	7,747.00	
Account 3	1.97	
Account 4	2,221.10	
Total	14,353.40	
Expenditure to be approved for payment		
Mrs SE Main reimbursement of Zoom sub	14.39	
Riven IT	4.56	
WDBC Rates on Lavatories - July	52.00	
	70.95	
Total approved expenditure		70.95
Projected balances following payments approved		14,282.45

Memorandum		
Debtors		
Newsletter Advertising x 3	105.00	
Total		105.00