

Northlew Parish Council

Chair: Mrs Joanna Wilson
Telephone 01409 220254

Minutes of Parish Council meeting held in the Victory Hall on 20th May 2019 at 19.30

Present: Councillors Joanna Wilson, Chair; Celia Rundle, Vice Chair; Bryan Dufty, Mark Rundle, Terry Hatt, Steve Smith, Holly Dancer; Borough Councillors Patrick Kimber & Clare Kemp; County Councillor James McInnes. 1 Member of public

1. Elect Chair and Vice-Chair

Mark Rundle proposed Joanna Wilson as Chair for a second year, Bryan Dufty seconded the proposal, all agreed and Joanna accepted the role.

Joanna Wilson proposed Celia Rundle as vice-chair and Mark Rundle seconded the proposal, all agreed and Celia accepted the role.

- a. Given that there are new councillors in post following the recent election Mrs Wilson suggested each member give a short introduction to themselves. The Borough and County Councillor joined in, and the insights to all were very reinformative.

2. Apologies: Kate Hawkins

3. **Minutes:** The minutes for 2018 Annual Meeting were signed as correct. The minutes of the meeting from May 1st (postponed from April) were signed as correct.

4. Declarations of Interest: None

5. Matters arising:

Signage for the playing field regarding parking to be continued – **Action JW**

Thank you letter to Daryl at DCC still to be sent – **Action JW**

Continued investigation into the former Football club funds – **Action TH**

6. Election Update

a. Election Paperwork

I. Declaration of Acceptance of Office signed by all and retained by the chairperson

II. Register of Interest forms given out to be completed and returned to JW by 24th May who will then take them to the WDBC offices in Tavistock – **Action ALL**

III. Councillors were reminded to complete their election expenses forms, even for NIL claims and return to WDBC not more than 30 days from the election date – **Action ALL**

b. Two councillor vacancies

The Chair proposed that existing councillor Kate Hawkins is co-opted on to the council as it was merely her ill-health and hospitalisation which prevented her re-applying. Mark Rundle seconded this. This was unanimously agreed

The Chair reconfirmed the parishioner's interest in becoming a councillor discussed at the last meeting. She has also had discussions with one other parishioner who expressed an interest in the role but this parishioner decided not to progress the application. No other candidates have come forward. The interested parishioner has been asked to email the Chair to formally outline their reasons for wishing to join the council (as reported to council by the chair last month). This to be circulated to all councillors. It was agreed that provided no further candidates come forward, the parishioner would be co-opted to the council at the next Parish Council meeting which falls within the 35 day period immediately after an uncontested election. **Post meeting note:** The chair has followed up with the parishioner to advise them of next steps.

7. Clerk Vacancy Update

- a. Current Candidates – the Chair has had conversations about the vacancy with 2 interested candidates and two other parishioners have requested details either directly or indirectly from the Chair. Neither have followed this up. Applications can be taken until 31st May. The interview panel has been agreed and will consist of the Chairperson and 3 other councillors.
- b. Mrs Wilson had written a comprehensive set of Terms and Conditions for the new Clerk, which all Councillors were asked to read. A working party has been set up to discuss the Terms and Conditions for the new Clerk. The working party consists of Joanna Wilson, Celia Rundle, Brian Dufty and Steve Smith. – **Action** Mrs Wilson to liaise with other working party members re times / dates to progress
- c. Mrs Wilson also discussed that Mrs Millership had agreed to complete a significant amount of council work after her employment has finished, and therefore she ought to be re-compensated for it. The working party agreed to discuss this and agree an amount. - **Action** Mrs Wilson to liaise with other working party members re times / dates to progress.

The archiving of historic data was also discussed as it will be a significant task. A working party consisting of Joanna Wilson, Steve Smith, Holly Dancer and Bryan Dufty was set up. - **Action** Mrs Wilson to liaise with other working party members re times / dates to progress

- d. The retirement party for Janet Millership has been set for 23rd. The council will be paying for the refreshments and parishioners are invited to contribute to a gift for Mrs Millership. The event will be advertised in Northlew News, on Northlew Life and on the Parish Council Website, with people asked to declare an interest in attending to aid the catering. A notebook was suggested for parishioners to sign, rather than a card. –**Action** Mrs Wilson to organise with help from other council members. **Post Meeting Note** Ms Rundle has kindly offered to organise the catering for the event working which has been gratefully accepted.

8. Finance

a. Audit Process for 2018/2019

- I. Janet Millership has kindly agreed to complete the 2018-2019 audit
- II. Additional payment for this to be discussed by the working party assigned to the Terms and Conditions for the new clerk (see point 7c above)

b. Payments due for authorisation – all authorised

- I. Insurance Renewal £799.09
- II. Proposed Grants to be paid in May
 1. £150 to Parish Church
 2. £150 to Methodist Chapel
 3. £70 to Whiddon Methodist Church yard (no chapel attached to the churchyard now)
 4. £100 to Citizens Advice Bureau (CAB)

NB: cheques need to be written for these grants and not BACS payments
- III. Cleaner £80 – payment to be reviewed as part of the contractor arrangement in due course.
- IV. SWW have now amended the estimated bill and the account is in credit.

c. Money received

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| I. Vat repayment | £2293.42 |
| II. Precept | £4925.50 |
| III. John Millership Northlew News advert | £35 |

Mrs Wilson advised the council she has to send out invoices for Northlew News advertising for 2019/20.

9. Planning:

- a. 1046/19/VAR no objections **Action** Ms Rundle to comment on WDBC website

10. Parish Council Website

- a. Information about individual councillors to be included on the website, but as this is not compulsory, the council agreed to defer this until the site is launched and being maintained locally.
- b. Mrs Wilson and Mr Smith to liaise with Maggie at VisionICT regarding the closure of old email accounts and the retention of any content within the email account.
Action Mrs Wilson to supply VisionICT with the outstanding minutes, agendas and editions of Northlew News.
- c. The intended launch date is still May 31st.
- d. The website maintenance training will be delayed until a new clerk is appointed and then the clerk, Mrs Wilson, Mr Smith and Mrs Dancer will be trained in the maintenance and updating of the site. The training is likely to take half a day.

11. Correspondence:

There was no correspondence to discuss.

12. Matters brought forward by Chair or Councillors

- a. New councillors were encouraged to attend the DALC course 'How to be a Good Councillor' dates were given. It was noted that Mr Hatt had not been offered a place on this course when he joined the Parish Council so it was agreed that he should attend too if a suitable date could be found **Action** Mrs Dancer, Mr Smith and Mr Hatt to confirm availability to attend the course
- b. A parishioner had mentioned the state of one of the trees by the pump in the square, Mr Rundle recalled there being a problem with it a number of years ago and Mr Hatt agreed to have a look. – **Action** Mr Hatt to inspect the tree. **Post meeting note:** Mr Hatt reported to the chair that the tree needed urgent attention and it was agreed that he should consult a tree surgeon as a matter of urgency
- c. Mr McInnes mentioned some education funding that is being introduced by the County Council.
- d. Mr Kimber mentioned that it had come to his attention from a neighbouring parish, that a mobile dwelling had been set up on the very boundary of Northlew Parish, councillors agreed to check the exact location and if appropriate mention it to WDBC.
- e. Ms Rundle introduced the SeaMoor Lotto run by WDBC and South Hams District Council, which could be used to raise funds for the parish council. – **Action** Ms Rundle to forward information to all the councillors about this for their perusal and to discuss at a future meeting.

13. Next meeting: Monday 17th June at 1930 in the Victory Hall

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Mrs J Wilson, Chair