

Northlew Parish Council

Clerk: Mrs Sue Main

Email: clerk@northlewparishcouncil.org.uk

Minutes of the Parish Council Meeting held in the Victory Hall, Northlew on Monday 17th June 2019 at 19.30

Present:

Councillors	Joanna Wilson (JW) – Chair Celia Rundle (CR) – Vice Chair Bryan Dufty (BD) Mark Rundle (MR) Terry Hatt (TH) Steve Smith (SSm) Holly Dancer (HD) Sue Main (SM) - Clerk
Borough Councillors:	Clare Kemp (CK) WDBC Patrick Kimber (PK) WDBC
County Councillor:	James McInnes (JMcl) DCC
	2 members of public Steve Shelton – (SSh) Councillor Elect

Public Question Time

Two of the Parishioners attended to outline their proposal to plant a fruit orchard on part of the communal playing fields. After initial questioning from the Councillors, JW asked them to submit a full proposal to the Council including proposed positioning for further discussion and consideration by all.

- 1. Apologies for absence** were received from Kate Hawkins.
- 2. Minutes of the AGM** held on 20th May were reviewed with no comments other than to confirm the Precept figure in 8 (c) ii was £4925.50 which is paid in two halves. The minutes will be signed off at the next AGM in May 2020.

3. Declaration of Interest

None.

Matters Arising:

- a. Appointment of new Clerk: The Chair welcomed Sue Main to the Council who following her interview with JW, BD, MR and TH on 10 June had been appointed the new Clerk.
- b. Appointment of new Councillor: Steve Shelton (SSh) introduced himself to the Council and was formally co-opted on by the Chair and seconded by SSm.

5. Finance

- a. **Audit Process:** The Chair reported the now retired clerk, Janet Millership, had completed the end of year accounts for 2018/2019. The internal audit was completed by Martin Perry., The Chair countersigned the Annual Governance and Accountability Return 2018/2019 Part 3 (required given the gross income/expenditure exceeded the £25,000 threshold due to the landing strip lights) which had been signed by the RFO, Mrs Millership, and would be filed accordingly. **Action:** Mrs Millership to file Annual Governance and Accountability Return 2018/2019.

- b. **Payments made:**

Council acknowledged payments made:

- i. Cleaner £80: **Action:** obtain invoice and/or copy of formal agreement for future payments and a basis to review future rates. Post meeting note: The cleaner tendered her resignation on 20th June and recruitment for a new cleaner is ongoing.
- ii. Northlew News (£160)

Payments due for authorisation – all agreed:

- iii. £325 for removal and replacement of damaged tree in square. This will be paid once works have been completed. Damaged tree has been removed but not replaced as yet
- iv. Grass cuttings (£768) **Action:** Councillors to provide suggested contacts for next year's tendering.
- v. £295 half day website training for the Chair and Clerk and any other Councillor who express an interest.
- vi. No Parking Signs – the Chair circulated draft artwork and quotes (two sizes at £290 + VAT and £365 + VAT) for suggested signs to be placed at the entrance to the playing fields as a preventative measure for parking here. SSm suggested that he could source similar signage cheaper on the internet. **Action:** SSm to revert with a counter quote before the next meeting .
- vii. £500 loan to shop – see 9. below.

6. Planning

Reference: 1563/19/CLE Application for a Lawful Development Certificate for an existing use or operation – Councillors had no objections.

7. Parish Council Website

The Chair reported the last updates are being made to the website before launch shortly. SSh to be added to the list of councillors. Post meeting note: SSh confirmed his mobile as his contact phone number. **Action:** Chair to circulate website training date once confirmed to see if anyone else would like to join this with the Chair and Clerk.

8. Playing Fields

Signage – see 5. vi above

9. Northlew Stores Community Interest Company

General discussion by Councillors on their wish to continue supporting the current owners in maintaining the shop for the community. **Action:** the £500 loan had been approved for payment and it was suggested that it would be a good idea to arrange to meet the directors of the community interest company to gain more clarity on their future plans so we can better understand what support the Councillors and community can provide.

10. Janet's Strawberry tea party

The Chair reported there had been a good response to attend Janet's tea party on 23rd June and all concerned would continue to spread the word so catering numbers could be confirmed ahead of the event. Donations had been received in and suggestions for a suitable gift were offered by Janet's daughter and approved. **Action:** The Chair requested that Councillors complete their personal messages for the keepsake gift book. The Chair to organise the present.

11. Public Lavatories and Surrounding Space

General discussions on the poor standard of the lavatories and the surrounding area. Suggestions on whether they could be converted into a multi functional toilet/storage space were discussed and there had already been offers to tidy up and plant around the building. **Action:** It was agreed that a working party would be set up to explore the various options and fundraising possibilities. In the meantime, TH would organise the repair of the fence panel and JMlc would investigate the possibility of DCC providing a grant towards a disabled toilet facility.

12. Northern Links

The Chair and MR would be attending the next meeting scheduled 27 June and will report back. **Action:** Councillors to report back on any areas of standing water in the Parish in order that a collective response could be sent back to the Borough Council. The Chair to circulate the appropriate link relating to potholes and include it in the next newsletter.

13. Correspondence

None.

14. Matters brought forward by the Chair and Councillors

a. Handover of Clerk Role to SM

The Chair confirmed she and SM were meeting up with the Janet Millership to hand over the financing and historical paperwork. **Action:** SM to investigate statutory filing requirements, clouded file storage options, and any changes to be made to the bank mandates. SSm will provide SM with any support required on accounting function, JMcl will find out what storage options are available at the Archiving Office and SSh to provide ongoing advice on any queries relating to data protection. TH looking at purchasing mobile phone for Parish Clerk use.

b. Proposal for the Community Orchard – general comments and concerns were aired regarding this but it was agreed that these should be discussed further once a formal proposal had been made by the relevant Parishioners. **Action:** SSh to investigate any health and safety issues we should be aware of relating to the proximity of an orchard to the playground/Devon Air Ambulance’s designated area.

c. Football Club Funds

TH confirmed that approximately £3k had been pledged from the old Northlew Football Club for use in providing new play equipment and possibly for the newly formed children’s football club. **Action:** TH to follow up with the relevant parishioners and report back at the next meeting.

d. SeaMoor Lotto

CR requested that the information circulated on SeaMoor Lotto be added put to the agenda for discussion at the next meeting.

e. Restoration of Telephone Kiosk

CR requested that this be put on the agenda for the next meeting.

15. Date of Next Meeting is on Monday 15th July 2019 at 19.30 pm in the Victory Hall and would be chaired by CR in JW’s absence.

There being no further business, the meeting ended at 21.00.

Actions Points arising from the Minutes of the Parish Council Meeting on 17 June 2019

Item	Description	Responsibility
Public Session	Await receipt of fruit orchard proposal	Parishioners
5 a.	Filing of Annual Governance and Accountability Return 2018/2019	Janet Millership
5 b i.	Obtain formal agreement/contract for cleaners and future invoices	JW
5 b iv.	Suggestions of companies to tender for next year's grass cutting contract	All
5 b vi.	Alternative quote for No Parking signs	SSm
7.	Confirm website training date – (now set for Thursday 4 th July – please let JW know if you wish to attend)	JW
9.	Pay £500 loan Visit current owners of Northlew Stores	SM JW & SSm
10.	Purchase present for Janet	JW
11.	Form working party Mend fence panel Possible grant from DCC	All TH JMlc
12	Collate standing water points in Parish Provide url link re. potholes	All JMlc
14.		
a.	Investigate statutory filing requirements, clouded file storage options, changes to bank mandates.	SM
a.	Find out what storage options are available at the Archives Office	JMlc
a.	Look at options to provide mobile phone for Parish Clerk use.	TH
b.	Investigate health and safety issues relating to potential orchard	SSh
c.	TH to follow up with relevant Parishioners on equipment for playground eand football club and report back at next meeting.	TH