

Northlew Parish Council

Clerk: Mrs Sue Main
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Minutes of the Ordinary Parish Council held virtually via Zoom at 7.30pm on Monday 15th June 2020

Present:

Councillors: Steve Smith (SSm) - Chair
Celia Rundle (CR) – Vice Chair
Mark Rundle (MR)
Bryan Dufty (BD)
Judy Jones (JJ)
Holly Dancer (HD)
Shirley Brookman (SB)
Sue Main (SM) – Clerk

Borough Councillors: Patrick Kimber (PK) – West Devon Borough Council (WDBC)
Clare Kemp (CK) – West Devon Borough Council

Apologies: James McInnes (JMcl) - Devon County Council (DCC)
Terry Hatt (TH)
Gillian Dixon (GD)

Public Question Time

None attended.

- 1. Apologies for Absence** were received from Terry Hatt, Gillian Dixon and James McInnes.
- 2. Declarations of Interest** – none.
- 3. Minutes of the meeting held on 18th May 2020** were approved and signed by SSm and would be sent to SM for filing.
- 4. Action Points Arising** – in order of action points in Appendix A:-

New Councillor – forms had been submitted to the Clerk by SB and SM would notify her of future new councillor courses when they were reinstated by DALC.

Governance – Standing Orders have now been uploaded to the website.

Planning – comments for all three applications had been submitted to the Planning Department at WDBC.

Finance – audit – see Item 8 below.

Playground – Insurance and Climbing Frame donation - see Item 10 below.

Public Lavatory – see Item 11 below.

Playing Field Entrance – see Item 10 below.

Grassing Cutting – SM reported that contractor was keeping the playing fields under control and he had reported that he had no problems accessing the area to work this month.

Northlew News – see Item 12 below.

5. Governance

There were no comments on the two draft privacy statements already circulated and these were unanimously approved for uploading on the website. **Action:** SM to upload on website.

6. Planning Applications

The 4 planning applications (namely 1290/20/FUL, 1383/20/CLE, 1422/20 and 1421/20) were discussed with no objections. **Action:** SM to submit a 'support' comment to the WDBC Planning Department on all four.

7. Parish Council Website

Monthly figures – SM referred to Appendix B confirming the number of visitors to the website had settled down to an average month rate of 135. She agreed to provide further analysis on the peaks and troughs of activity within the month. She suggested that it would be a good idea to refresh the website with new material i.e. new photos etc of the village and Councillors. **Action:** HD agreed to approach some of the parishioners who had provided photographs for the Northlew and Ashbury Facebook page to see if some of these could be added and CR would see if she could access some of the aerial shots taken of village. SM also confirmed that the problem with the 'Contact US' page of the website had now been rectified.

8. Finance

Payments – SM referred Council to Appendix C seeking approval on the monthly payments to be made and confirmed that Nat West had credited the account with £100 compensation for inconvenience caused in changing the mandate signatories. This had now been done and the online banking changes were now being processed. She also confirmed that she had submitted a VAT reclaim to HMRC for £1042.07 and would also be providing a quarterly expenditure report against budget at next month's meeting.

Internal Audit Update and AGAR Return - SM confirmed she had been in touch with the Internal Auditor and would be providing him with the necessary paperwork for him to carry out his internal audit to enable the Council to submit their Annual Governance and Accountability Return 2019/20 by the due date. She hoped this would be done in time for July's meeting.

9. Correspondence

SM confirmed she had received an email request on 5 June from Devon and Cornwall's Office of the Police and Crime Commissioner seeking to nominate a Councillor advocate to represent Northlew on the scheme. SSM agreed to be the point of contact. **Action:** SM to respond to the email confirming this.

10. Playground update

Insurance Renewal – SM confirmed that the annual renewal had been processed to include the DAAT landing lights. She would review the valuations set on the Fixed Asset Register with the Internal Auditor including valuation of the public lavatories and report back to the Chair.

Climbing Frame Donation – SM had spoken to insurance company regarding the climbing frame donation and they had confirmed it was not compliant with commercial equipment standards so could not be used in the playground. The parishioner had since found another home for it.

Playground Update - the Working Party month check and remedial work to the playground following the ROSPA inspection were on hold until the coronavirus restrictions were lifted.

Playing Field Entrance – Action: SSm confirmed he would submit a report and quotes at the next Parish meeting.

11. Public Lavatory

SSM reported that locks had not be fitted to the lavatories given it was likely that they would reopen shortly. **Action:** PK offered to seek guidance on who was the best person to speak to at WDBC re. risk assessment for reopening these and SM would then contact the cleaner.

12. Matters brought forward by Chair and Councillors

Dog Fouling – following on from complaints posted on Northlew and Ashbury Life Facebook page, on the increase in dog fouling in the village, the Council had quickly responded by installing another dog bin in Station Road with thanks to Terry Hatt for doing this. This would be confirmed in next month's Noticeboard with a reminder for parishioners to formally contact the Clerk in the normal way if they wish the Council to action anything.

Coronavirus – SM reported that she had continued to keep the useful links page on the website up to date given the changing guidelines with regard to the coronavirus. She also confirmed that she had seen nothing to indicate there was any changes to the restrictions for keeping the public lavatories and playground closed. Guidelines had indicated the gradual opening of community centres and there was encouraging news that grants had been given to local causes within the Northlew community.

Disposal of Council Printer and CPR kit – as part of the Chairman handover, SSm confirmed he had been given the Council printer and CPR kit. **Action:** It was agreed that the printer would be donated to Square Shop for use in the community and that BD would speak to the parishioner looking after the defibrillator for suggestions on who might benefit from this. SM also confirmed that she had been in touch with this parishioner who was happy to continue maintaining the defibrillator and had indicated that the outside casing would need to be replaced in the foreseeable future.

Newsletter – SSm confirmed that the current editor had contacted a local parishioner who had shown some interest in taking over as Editor. **Action:** HD agreed to follow this up. SM also confirmed the next edition of the Northlew News was unlikely to be before August/September.

Onshore Wind Power and CPRE Devon – SM reported that as a result of the article in the Moorlander in May, there had been local interest in the Government's consultation paper on the reintroduction of onshore wind power. She had been in contact with CPRE Devon who provided their response on this subject which was available to interested parties.

There being no further business, the meeting ended at 20.40.

Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 15th June 2020

Item	Description	Responsibility
5.	Governance – Privacy Statements. SM to upload approved documentation on the website.	SM
6.	Planning – SM to respond to WDBC in support of the four planning applications	SM
7.	Website – SM to provide further monthly analysis for future meetings and HD and CR to seek to provide further photographic material for possible insertion on the website.	SM/HD/CR
9.	Correspondence - SM to email Devon and Cornwall's Office of the Police and Crime Commissioner with nominated Councillor advocate details.	SM
10.	Playing Field Entrance – SSm to submit report and quotes at next Parish meeting.	SSm
11.	Public Lavatories – PK to provide contact details at WDBC to provide advice on reopening them and the playground	PK
12.	Matters Brought Forward Disposal of Council Printer and CPR Kit – SSm to donate printer to Square Shop and BD make enquiries re. CPR kit. Newsletter – HD to follow up on potential new Editor interest	SSm/BD HD