

Northlew Parish Council

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Minutes of the Ordinary Parish Council held virtually via Zoom at 7.30pm on Monday 20 July 2020

Present:

Councillors: Steve Smith (SSm) - Chair
Celia Rundle (CR) – Vice Chair
Judy Jones (JJ)
Holly Dancer (HD)
Shirley Brookman (SB)
Terry Hatt (TH)
Gillian Dixon (GD)
Sue Main (SM) – Clerk

Borough Councillors: Patrick Kimber (PK) – West Devon Borough Council (WDBC)
James McInnes (JMcl) - Devon County Council (DCC)

Apologies: Mark Rundle (MR)
Bryan Dufty (BD)
Clare Kemp (CK) – West Devon Borough Council

Public Question Time

None attended.

- 1. Apologies for Absence** were received from Mark Rundle, Bryan Dufty and Clare Kemp.
- 2. Declarations of Interest** – none.
- 3. Minutes of the meeting held on 18th May 2020** were approved subject to a minor change under Item 8 Finance and were signed by SSm post the meeting.
- 4. Action Points Arising** – in order of action points in Appendix A:-

Governance – Privacy Statement uploaded on to website.

Planning – SM responded to WDBC in support of the four planning applications.

Website - see Item 6 below.

Correspondence – Devon and Cornwall’s Office of the Police and Crime Commissioner had been contacted to confirm SS would be the main point of contact.

Playing Field Entrance – see Item 9 below.

Public Lavatories – see item 10 below.

Matters Arising:-

Disposal of CP Printer and CPR Kit – contact would be made with the school and Okehampton College as and when they reopened to see if there was any interest in both.

5. Planning Applications

SM reported there were no applications for consideration this month.

6. Parish Council Website

Monthly figures – SM referred to Appendix B confirming the number of visitors to the website were at the c 100+ mark with spikes mid and end of the month. She confirmed she had received some new photos, an historical You Tube link and an article on the church via HD and CR which she would use to update the website before the next meeting.

7. Finance

Payments – SM referred Council to Appendix C seeking approval on the monthly payments to be made which was given. She also presented for the first time a quarterly finance report against budget for the period March – June 2020 which is in line with expectations. As far as income was confirmed, she confirmed that the next precept payment would be received in September. JJ suggested that it might be useful to include the comparative breakdown of the income projection from the presentation made at the March Parish Assembly when submitting future quarterly reviews.

Internal Audit Update and AGAR Return - SM confirmed that the Internal Audit had been completed and that part of the AGAR return had been signed off. The Internal Auditor was in agreement with the expenditure and income statement provided and had made some suggestions on how certain aspects of the record keeping could be further improved going forward. It was agreed that in future, a 6 monthly check would suffice. It was also agreed that the Certificate of Exemption form be signed by the RFO and Chairman and be submitted to PKF Littlejohn and that the rest of the AGAR be discussed and approved at the next meeting. SM would complete the AGAR return and circulate this to Council along with guidance notes prior to the next meeting to give everyone the opportunity to fully understand and be comfortable with what they were signing off on.

8. Correspondence

Nothing to report.

9. Playground update

Reopening of Playground - it was confirmed that following a risk assessment report carried out by JJ at the beginning of July (already circulated to Councillors), actions had been taken to resolve any immediate outstanding issues to enable the playground to reopen in time for PTFA event on 17th July. Appropriate new COVID-19 signage was now in place with thanks to JJ, TH and the grass cutter for their help in making this happen. TH had also inspected the site and would be circulating his recommendations including replacement benches (CR suggested a contact who

could make hinged seat ones at £210 each). GD also offered to attend to the overgrown weaved willow den in the winter months.

Playing Field Entrance – Action: SSm outlined his thoughts on resiting the entrance way fencing (drawing already circulated) and would follow up once he had received in appropriate quotes.

Events in playing fields over Summer Months – the PTFA leavers picnic had taken place on 17th July and was apparently well received and the playing fields left in an orderly state.

10. **Public Lavatory**

Following a deep clean, the sanitisers would be installed this coming week and appropriate COVID-19 signage put up and the toilet would be reopening on 23rd July. Discussion followed regarding long term ideas for this site. CR suggested some local planner/architect contacts to start this process which would require further discussion and wider consultation. SS also agreed to make contact with local tradesman with the view to providing a short term roof fix.

11. **Matters brought forward by Chair and Councillors**

Newsletter – outside interest in the new editor position had not been forthcoming. CR therefore offered to take over the role provided she could step down as Vice Chair. It was agreed she would report back at the next meeting on ideas for its format and frequency going forward. SS also requested that anyone who would like to volunteer to take over the Vice Chair role should do so by the next meeting.

Overgrown Footpath from Kimberlands, back of Victory Hall to Queen Street. It was not clear who owned this land. TH agreed to tidy this up.

Future Events at Northlew – it was noted that the Northlew Produce Show at Victory Hall had been diarised for Saturday 5th (copy of the provisional show schedule was available from the shop) subject to Government guidelines. The Green Dragon had also been in touch about holding a ticketed village party on Saturday 29th August (again subject to Government guidelines) which would be held in and around the pub and Square with some of the proceeds going to charity. Further details to follow. CR offered a popcorn and candy floss making machine as a fundraising opportunity as well.

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

Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 20 July 2020

Item	Description	Responsibility
6.	Website – SM to update the website with new photos, You Tube link and church article	SM
7.	Finance – AGAR return – SM to circulate complete form and supporting documentation before next month’s meeting	SM
9.	Playground – TH to circulate his report following inspection Playing fields Entrance – SSm to report with fencing quotes	TH SSm
10.	Public Lavatory – SSM to meet with contacts to discuss ideas and report back at next meeting and seek quotes for a short term fix to roof	SSm
11.	Matters Brought Forward by Chair and Councillors Newsletter – CR to bring suggestions on a new format and frequency to next meeting Councillors – ideas for new Vice Chair by next meeting Kimberlands Footpath – TH to tidy up overgrown areas	CR All TH