

Northlew Parish Council

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Minutes of the Ordinary Parish Council held in the Victory Hall, Northlew at 8:30 pm on Monday 16th March 2020

Present:

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

County Councillor: James McInnes (JMcl) - Devon County Council (DCC)

Borough Councillors: Patrick Kimber (PK) – West Devon Borough Council (WDBC)
Gillian Dixon (GD) – Councillor Elect

Apologies: Terry Hatt (TH)
Clare Kemp (CK) – West Devon Borough Council

Public Question Time

None attended.

- 1. Apologies for Absence** were received from Terry Hatt and Clare Kemp.
- 2. Declarations of Interest** – none.
- 3. Minutes of the meeting held on 17th February 2020** were approved and signed by JW.
- 4. Action Points Arising** – in order of action points in Appendix A:-

Internal Auditor – Chair confirmed that the previous Internal Auditor would not be continuing and other potential individuals were being considered to take this role. It was noted that the internal auditor's role is to review the financial processes and make recommendations on how to improve them where necessary. **Action:** The Council was asked to put forward potential candidate suggestions for this role in time for the next meeting.

Planning – Ref: 0061/20/FUL – SM had responded a no objection decision to WDBC Planning Dept

Parish Council Website and Privacy Statement – see Item 7 below.

Finance – Budget and Standing Orders and Financial Regulations – see Item 8 below.

Playground – see Item 10 below.

Matters Brought forward by Chair and Councillors:-

Parking in Square – see Item 13 below.

New Councillor Vacancy – see Item 5 below.

PFTA Car Boot Sale – done.

Stagecoach Route Consultation – done.

Devon Climate Emergency – CK to provide update as and when available.

Highways Issue on Bridge – issue seemed to have been resolved.

5. Changes to the Parish Council

Appointment of new Councillor: Gillian Dixon (GD) introduced herself to the Council with her relevant qualifications and experience and was proposed by the Chair and seconded by HD and BD then co-opted to the Council by a unanimous vote. **Action:** Statutory paperwork to be sent to her for completion including details on forthcoming 'Being a Good Councillor' course run by DALC.

The Chair: JW has formally sent an email to the Clerk and all Councillors on 20th February confirming that she will step down as Chair and Councillor at the meeting on 18th April. This will create a new vacancy which will be advertised in the Northlew News and on the website with a closing date of 11 May (post meeting note: completed) A parishioner has already expressed their interest in becoming a Councillor. The Council will also be looking to recruit a new Editor for Northlew News before or by the end of the year as JW will not be continuing to produce this monthly newsletter after December 2020.

6. Planning Applications - there were none to review.

7. Parish Council Website

Monthly figures – per the Assembly Meeting earlier in the evening, SM reiterated the overview on the number of visitors to the website over the last 7 months which reached its highest monthly figure of 204 in February.

Privacy Statement – This had been drafted and would be discussed at the next meeting.

8. Finance

Payments – SM referred Council to Appendix C tabled showing expense items paid since the last meeting and all items were approved for payment. Income of £169.00 from Seamoor Lotto and the newsletter advertising had also been received this month. **Action:** JW agreed to promote Seamoor and signing up in the newsletter given it was currently supporting the Council's fundraising's effort with over £300 per year. She confirmed she would also be repaying her fee (£35) for the DALC course she recently attended with SM and JJ Post meeting note and £8.71 cash which has been collected in The Square Shop for the Northlew News and given to JW. **Action:** JW to reimburse Council for her proportion of the Audit Course and the collection from The Square.

Membership of Devon Communities Together – it was agreed that the Council would become a member of this Charity (annual membership £50) to be reviewed in a year's time.

Budget Update – It was agreed that the budget for 2020/2021 presented to the Council at the last meeting would be circulated via email for approval and adoption. **Action:** All Councillors to

formally approve the budget for 2020/2021 as outlined at February's meeting and subsequently emailed. The Chair also confirmed she was meeting with the former Director of the village shop, Northlew Stores CIC, to clarify when the outstanding loan for £500 made to the CIC would be paid. Post meeting note: The Chair has been advised that loan for £500 will be paid by Thursday 9th April.

Review of Standing Orders and Financial Regulations – Action: It was agreed that these would be presented at the next meeting.

9. Correspondence

Several emails had been received from parishioners concerning parking at the Square – see Item 13 below.

10. Playground update

ROSPA Report - The ROSPA Safety Inspection had taken place and the report dated 11 March had been issued and circulated to all prior to the meeting. **Action:** It was agreed that SSm would attend to the broken bench as soon as possible and that any other points would be discussed at the next meeting.

Update post monthly Working Party Check - TH was not at the meeting to provide an update. **Action:** JW would get in touch with him for latest update. Post meeting note: In line with the government recommendations over the coronavirus, the playground equipment has been closed until further notice.

Update on Replacement Fencing – Action: SSm agreed to seek two further quotes to prevent further delay.

11. **The Square Shop** – there had been very good feedback on the opening of the 'new' village shop which is focussing on selling local produce such as milk in returnable glass bottles. The new shop does not sell newspapers but it is understood that a parishioner is trying to organise a community plan via the Northlew and Ashbury Facebook page.

12. **Public Lavatory - Action:** It was agreed that remedial roof repairs should be progressed as quickly as possible but that we need to get some builders to assess what needs to be done to make the roof water tight. HD raised the issue of whether the hand washing facilities worked in the lavatories which is particularly important in light of the developing coronavirus epidemic. Action HD to check and report back. Post meeting note: The public lavatories have now been closed until further notice in order to help prevent the spread of coronavirus.

13. Matters brought forward by Chair and Councillors

Parking in the Square – confirmation that this is not the Council's responsibility has been clarified at the Parish Assembly Meeting earlier that evening. **Action:** circulate the email from Highways clarifying the situation to be circulated to all Councillors.

DALC Courses – the Chair outlined the recent DALC courses attended with the consensus that 'Preparing for Audit' had, in particular, been very well run and useful. Councillors were encouraged to continue their CPD and attend agreed courses such as The Good Councillor course as soon as possible.

Northern Link Meeting – this had now been cancelled in light of the Coronavirus.

Environmental Protection Team Visit – JW and SM met with the team on 13 March to fully understand their remit and how they could assist the Parish going forward including abandoned vehicles, fly tipping, fly posting, litter offences, graffiti and dog control issues.

DCC Budget 2020/21 – James McInnes: **Action:** it was agreed that SM should upload this on the website.

Date of Next Meeting is on Monday 20 April at 19.30 at Victory Hall. The clerk would be in touch if there was any change to this due to the developing coronavirus epidemic.

There being no further business, the meeting ended at 21.10.

Draft

**Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 16th March
February 2020**

Item	Description	Responsibility
4.	Action Points Arising Internal Auditor - The Council were asked to put forward potential candidate suggestions for this role in time for the next meeting.	All
5.	Changes to the Parish Council New Councillor Gillian Dixon - Statutory paperwork would be sent to her for completion and New Councillor course information New Councillor to replace Joanna Wilson. Position would be advertised in newsletter and on website.	SM JW/SM
7.	Parish Council Website Privacy statement to be discussed at next Council Meeting	All
8.	Finance Seamoor Lotto – continue to promote in newsletter Repayment of JW’s proportion of Audit course and £8.71 cash collection from The Square Shop. Draft budget 2020/21 (already reviewed) to be circulated for approval and adoption by all Councillors Arrange annual membership to Devon Communities Together Standing Orders and Financial Regulations - review at next meeting	JW JW JW SM JW
10.	Playground Rospa Report - SS to attend to the broken bench and other points would be discussed at the next meeting. Update on Replacement Fencing. SS agreed to seek two further quotes to prevent further delay.	SSm SSm
11.	The Square Shop JW to contact previous Directors to recover the £500 loan as soon as possible. (this has now been done and payment is due by 9/4/20.	JW
12.	Public Lavatories Progress remedial roof repairs as soon as quote can be agreed and check handwashing facilities in ladies toilets re. coronavirus. (Post meeting hand washing facilities are confirmed. Lavatories have also been closed due to the coronavirus).	?/HD
13.	Matters Brought Forward Parking in the Square – circulate Highways view on ownership and responsibility to Councillors DCC Budget 2020/21 – James McInnes. It was agreed that this should be put on the website	SM SM