

MINUTES POUGHILL PARISH COUNCIL MEETING

Held in the Village Hall at 7:30pm on Thursday 15th July 2021
In the absence of the Clerk the Minutes were taken by the Chair

Attendees: Karen Wellerd (Chair/Minutes), Cllr. Polly Colthorpe, Paul Mapp

Members of the public: Diane Mannion (Chair Poughill Recreation Ground Trust) for item 5.3.

Agenda Items

1. **Democratic Period** - Public Questions – none.
2. **Apologies** – Julian Wild, James Clark, Wendy Baldwin (Clerk)
3. **Declaration of Interests** – K Wellerd for item 5.2, reimbursement of funds to K Wellerd.
4. **Minutes of Previous Meeting** held on 20th May 2021 (Chair)
 - 4.1 Approval of Minutes from Annual Parish Meeting and Annual Parish Council Meeting – Minor amendments were made to the paper copies of the minutes. These were agreed as a true record of the meeting. This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
 - 4.2 Update on actions from previous meeting –
 - Footpaths at The Cleave - post Covid action to speak with residents. The Chair had contacted the residents again, but had not had a response. It was agreed that this action should now be closed.
 - Membership of Governance Working Group – Cllr. Colthorpe confirmed she was happy to continue as a member of this Group.
5. **Finance**
 - 5.1 Notification of payments and receipts in the period and current financial status.
 - The current Cash Book balance is £2,815.82, plus £1,000 in the Instant Access Savings Account.

Date	Details	Receipt	Payment
26-May	K Wellerd - tree plaque		£13.00
26-May	L Buttery - Internal Audit		£50.00
01-Jun	Clerk Inc holiday pay		£129.00
01-Jun	A Cheriton		£45.00
01-Jun	Hedgerow Print		£77.00
16-Jun	Newsletter donations	£3.65	
16-Jun	Dialword Ltd	£15.00	
18-Jun	A Wander	£15.00	
22-Jun	A Cheriton		£45.00
30-Jun	Clerk Inc holiday pay		£143.07

- 5.2 Approval of payments for invoices received during the period
 - Reimbursement to K Wellerd for wood preserver £12.99, magnets £7.99 and brackets £16.39 – total £37.37. **Carried forward to the September meeting.**
- 5.3 To discuss and agree whether the Parish Council should make an annual contribution to the running costs of the Poughill Recreation Ground, and if so, how much. Since the meeting in May, when this item was first raised, the Village Hall Committee has met with representatives from the Recreation Ground Trust and agreed that the two Trusts will work more closely together. This will include the running of joint fund-raising events. Councillors therefore agreed that an annual contribution to the Recreation Ground running costs was not currently required.

- 5.4 To discuss and approve applying for a grant from the DCC Locality Budget to go towards the purchase of a defibrillator for the village. Councillors agreed that a grant of £1,000 should be applied for. This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
- 5.5 To discuss and approve for the Chair to attend a Responding to Planning Applications course at a cost of £36 (inc. VAT). Councillors agreed that the course would be most appropriate for the Planning Committee Chair, James Clark, to attend. However, if he is unable to attend then Karen Wellerd will attend. This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
- 5.6 To discuss and approve the purchase of a Parish Council Laptop and external hard drive (Risk B2). This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
- 5.7 To discuss and approve the increase of the Clerks hours to 138 per annum (Risk D3). This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.

5.8 Recommendations from Finance & Risk Working Group

- 5.8.1 To review and approve Expenses Policy V1. This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
- 5.8.2 To review and approve the Financial Regulations September 2020 V1. This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
- 5.8.3 To discuss, review and approve Risk Register V2.3. **Carried forward to the September meeting.**
- 5.8.4 To elect a Vice Chair resulting from review of the Risk Register (Risk C1). **Carried forward to the September meeting.**

6. Governance – no items to discuss.

7. Assets and Amenities

- 7.1 Update on removal of Churchyard Ash trees – There are 3 ash trees on the Northern boundary between the churchyard and St. Michael's House which are showing signs of ash dieback. Estimated cost for removal of all 3 trees at the same time before they become too dangerous to climb is £850. Further quotes will be needed if/when the decision to proceed is taken. **ACTION** – Chair to find out whether the Church can offer any financial assistance, whether Western Power can offer any assistance due to the proximity to the electricity cables, and to take the cost into consideration when reviewing the 3-year plan.
- 7.2 Paul Mapp reported that he has managed to source the materials needed to repair the damage to the churchyard wall caused by the ash tree that was felled earlier this year at zero cost. He and Julian Wild will carry out the repair.

8. Planning

- 8.1 New applications – none.
- 8.2 Determined applications – none.

9. District Councillor/County Councillor Report

- 9.1 Cllr. Colthorpe said that meetings are gradually returning to Phoenix House. Work is starting on the next Local Plan.

10. Correspondence

- General correspondence emailed to Cllrs – none raised for discussion
- Footpath No.1 – diversion
- SLCC membership renewal
- Village Hall bookings for Parish meetings – no charge during 2021
- Parish building survey

11. Chair's Report (Chair)

- Following the success of the Budget Survey carried out last year the Chair would like to carry out another survey this year, but on a different topic. **ACTION** – Chair to circulate a draft survey to members for comment.

Next meeting – **16th September 2021**

The Chair closed the meeting at 9.00pm

Future dates for the diary

Parish Council meetings: 18th November 2021, 20th January 2022