

# MINUTES POUGHILL PARISH COUNCIL MEETING

Held in the Village Hall at 7:30pm on Thursday 16th September 2021

**Attendees:** Karen Wellerd (Chair), Cllr. Polly Colthorpe, Paul Mapp, James Clark, Julian Wild, Cllr. Margaret Squire, Keeley Wells (Clerk)

## Agenda Items

1. **Democratic Period** - Public Questions – none.
2. **Apologies** – None
3. **Declaration of Interests** – K Wellerd for item 5.2, reimbursement of funds to K Wellerd.
4. **Minutes of Previous Meeting** held on 15<sup>th</sup> July 2021 (Chair)
  - 4.1 Approval of Minutes from previous meeting – These were agreed as a true record of the meeting.
  - 4.2 Update on actions from previous meeting –
    - Churchyard trees. The Chair has spoken with the tree surgeon and Western Power. The ash dieback is not thought to be serious at present. Western power will cut back in a few months. The power will need to be turned off and residents will be given notice. If in the future, it becomes worse western power would complete the work to fell trees and may ask the council for a contribution. Recommendation to keep monitoring the situation.
    - Parish Survey – Communications survey will not go ahead. Possible further budget survey in the future.
5. **Finance**
  - 5.1 Notification of payments and receipts in the period and current financial status.
    - The current Cash Book balance is £2,525.23, plus £1,000 in the Instant Access Savings Account.
    - The Chair thanked Cllr. Margaret Squire for the £500 donation towards the defibrillator fund.

Date	Details	Receipt	Payment
06-Jul	HMRC TAX/NI	£24.47	
06-Jul	A Cheriton		£45.00
21-Jul	Community First		£213.55
27-Jul	A Cheriton		£45.00
30-Jul	Clerk Inc holiday pay		£115.46
16-Aug	Hanbury F Wopec	£15.00	
19-Aug	A Cheriton		£45.00
31-Aug	Clerk Inc holiday pay		£115.46
02-Sep	Newsletter sales	£8.32	
02-Sep	Defibrillator Donation	£6.00	
07-Sep	Mr A Cheriton		£45.00
08-Sep	Locality Budget	£500.00	
09-Sep	Clerk Reimbursement		£219.91

- 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. The payment was proposed by Cllr. Clark, seconded by Cllr. Wild. All in favour.

- 5.3 To discuss and approve applying for a grant for £2,000 from Awards for All to go towards the purchase of a defibrillator for the village. The chair explained that the total funding required is £2,500 and proposed that the council apply to Awards for all for £2,000 and if unsuccessful will continue to raise funds through the village via fundraising, seconded by Cllr. Wild. All in favour.
- 5.4 To approve the purchase of daffodil bulbs for the churchyard at an estimated cost of £35. The chair proposed, seconded by Cllr. Mapp. All in favour.
- 5.5 Retrospective approval for clerk course for £36 The chair explained that the appointment of the new clerk had been made and that the 3-part training course had started on the 14<sup>th</sup> September. The Clerk who is also employed by Puddington parish Council will book on part 2 through Puddington. The chair proposed, seconded by Cllr. Clark. All in favour.
- 5.6 Approve the commissioning of a mid-year audit, the annual audit recommends a mid-year audit as good practice, and the council has a budget of £25 for the audit. The previous audit highlighted some areas for improvement. Proposed by Chair and seconded by Cllr. Wild. All in favour.
- 5.7 Recommendations from Finance & Risk Working Group
- 5.7.1 To discuss, review and approve Risk Register V2.3. Risk register has been updated and Cllr. Mapp will be added to the online banking. This was proposed by the Chair and seconded by Cllr. Clark. All in favour.

## **6. Governance**

- 6.1 To elect a vice chair resulting from review of the risk register. The chair asked for nominations for a vice chair, Cllr. Wild put himself forward. This was proposed by the Chair and seconded by Cllr. Mapp. All in favour.
- 6.2 Retrospectively approve the appointment of Parish Clerk, Keeley Wells has been appointed as the new parish clerk. This was proposed by the Chair and seconded by Cllr. Colthorpe. All in favour.
- 6.3 To review and approve the media policy V1 – Cllr. Clark commented that the policy refers to the Councils publication scheme but that may not be helpful for people if they don't know where to find it. It was proposed by the chair to leave as unchanged but to make a note for next time, seconded by Cllr. Wild. All in favour.

## **7. Assets and Amenities**

- 7.1 To review and approve Asset Register V2.1 – updated with the removal of strimmer and mower. Laptop has now been purchased and will also be added. Proposed by the chair seconded by Julian Wild. All in favour.
- 7.2 To review and approve Condition Survey & Asset Management Plan 2021. The chair thanked both Cllr. Mapp and Wild with helping with the condition survey. The following actions have been reported to Devon County Council; Low salt levels in grit bins, Fangorn end footpath sign missing, streetlights hidden and not working. Paul Mapp and Julian Wild will carry out the repair to churchyard wall caused by the ash tree. The responsibility of footpaths is DCC's, the Clerk will pass on the details to Kathryn Henton with regards to the rerouting of the footpath. Councillors all agreed that the condition survey is very useful and were happy to sign off. Proposed by the chair, seconded by Cllr. Wild. All in favour.

## **8. Planning**

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

## **9. District Councillor/County Councillor Report**

9.1 Cllr. Squire reported that face to face meetings were now happening at county hall. Headlines for Children's services, the number of children in care in Devon is high and Devon continues to see a shortage in Social Workers, this is the case nationwide not just in Devon. A business case was presented to cabinet outlining a recruitment and retention plan for children's social work. With regards to highways Cllr. Squire said to please keep reporting any issues to DCC and any problems to contact her. The report regarding street lighting has been noted.

Cllr. Colthorpe said that meetings have returned to normal. MDDC have a working group reviewing the LG code of conduct the working group will make recommendations on MDDC adopting the code.

## **10. Correspondence**

- General correspondence emailed to Cllrs – none raised for discussion

## **11. Chair's Report (Chair)**

- Offered condolences with the sad news that April Williams had passed away. April was very much a part of Poughill village and had served as both Chair and Vice Chair on the Parish Council. She will be missed.
- The next meeting will be looking at the draft budget for next financial year.

Next meeting – **18<sup>th</sup> November 2021**

The Chair closed the meeting at 20.15

### **Future dates for the diary**

Parish Council meetings: 20<sup>th</sup> January 2022