

MINUTES POUGHILL PARISH COUNCIL MEETING

Held in the Village Hall at 7:30pm on Thursday 29th September 2022

Attendees: Cllr Wellerd (Chair), Cllr Wild, Cllr Clark.

Members of Public: Mel English, Alan Palmer, Amber Russell

1. **Democratic Period** - Public Questions - Summerwell Farm – Alan Palmer explained works being carried out are renovations only
2. **Apologies** CCllr Squires, Cllr Colthorpe
3. **Co-option of Councillor**
Mel English was co-opted as Parish Councillor, Declaration and Register of Interest form completed and signed
4. **Declaration of Interests**
Cllr Wellerd registered an interest in 6.10
5. **Minutes of Previous Meetings held on 19th May 2022**
 - 5.1 Minutes from the Annual Parish Meeting were approved
 - 5.2 Minutes from the Annual Parish Council Meeting were approved
 - 5.3 Update on actions from previous meeting –
 - Online Banking Paul Mapp - Completed
 - Community Enhancement Fund Grant Application – Cllrs decided not to pursue the application
 - Registration with Information Commissioners Office – Registration not necessary

6. Finance

6.1 Notification of payments and receipts since the last meeting and current financial status.

The Cash Book balance at 20/09/2022 was £3,607.60 plus £1,000.19 in the Instant Access Savings Account.

Date	Details	Receipt	Payment
13-May	HMRC TAX/NI		£25.82
16-May	J Rice Newsletter Subn	£6.00	
17-May	Best Chimney Clean Newsletter Ad	£15.00	
18-May	HMRC VAT Refund	£45.53	
18-May	WOPEC Newsletter Ad	£15.00	
18-May	A Cheriton		£45.00
19-May	Orchard End Newsletter Ad	£15.00	
19-May	K Wellerd - Postage Stamps		£22.48
20-May	S137 Grant PVHT		£200.00
23-May	M Hayes Newsletter Ad	£15.00	
23-May	Fursdon Newsletter Ad	£15.00	
25-May	J Summerell Newsletter Subn	£6.00	
25-May	Community First Insurance		£213.55
25-May	P&A Mapp - Window Shading		£35.94
25-May	Value Products - Defibrillator Sign		£13.56
26-May	Ring of Bells Newsletter Ad	15.00	
26-May	R Hobbs Newsletter Subn	£6.00	
27-May	A Holland Newsletter Subn	£6.00	
06-Jun	A Cheriton		£45.00
13-Jun	Hedgerow Print		£83.00
14-Jun	Lendology	£15.00	
16-Jun	HMRC VAT Refund	£316.84	

15-Jun	Thornes Farmshop - Newsletter Sales	£2.10	
15-Jun	CF Community Shop - Newsletter Sales	£3.91	
20-Jun	Four Seasons Newsletter Ad	£15.00	
22-Jun	A Cheriton		£45.00
05-Jul	G Gillbard Newsletter Subn	£6.00	
11-Jul	Poughill Village Hall Trust (Hall Hire)		£32.00
29-Jul	A Cheriton		£45.00
24-Aug	K D Wellerd – Defib Window Shading		£28.96
30-Aug	D Kingdon July/Aug Wages		188.03
30-Aug	HMRC Tax		46.80
30-Aug	Thornes Farmshop - Newsletter Sales	2.00	
30-Aug	CF Community Shop - Newsletter Sales	1.16	
30-Aug	A Cheriton		45.00
30-Aug	Hedgerow Print		83.00
30-Aug	A Cheriton		45.00

6.2 The Financial Regulations September 2020 V1 have been reviewed and remain unchanged. - Noted

7. Governance

- 7.1 Appointment of Denise Kingdon to the position of Parish Clerk/Responsible Finance Officer for 138 hours per annum to be paid at NJC salary point LC1 SCP5 - Approved
- 7.2 Risk Register V3.1 - Approved
- 7.3 Resignation of Councillor Mapp - Noted
- 7.4 Statement of Internal Control V1 - Approved
- 7.5 Privacy Notice V1 - Approved
- 7.6 Data Protection Policy V1 - Approved
- 7.7 Standing Orders V2.1 has been updated to reflect changes and approved
- 7.8 The inclusion of the Council in the SAAA central external auditor appointment arrangements - Approved
- 7.9 The appointment of Penny Clapham as the Internal Auditor - Approved
- 7.10 Karen Wellerd has been nominated as the Council's representative on the Poughill Village Hall Committee until May 2023.

8. Assets and Amenities

- 8.1 Defibrillator shading has been purchased
- 8.2 Annual Condition Survey 2022 - Approved
- 8.3 Asset Register V3.1 – Approved

9. Planning

- 9.1 New applications – none
- 9.2 Determined applications – Ref No: 22/01432/HOUSE Proposal: Erection of an extension to rear Location: Mill Farm Barn Cheriton Fitzpaine Crediton Devon Site Vicinity Grid Ref: 286492/108097 – **Approved**

10. District Councillor/County Councillor Report - None

11. Correspondence

- General correspondence emailed to Councillors - None
- Parish Review - Second stage consultation - Noted

12. Chair's Report – None

Meeting closed 8.18pm

Next meeting – **17th November 2022**

Future dates for the diary

Parish Council Meetings: 19th January 2023, 16th March 2023

