

Minutes of the Council Meeting held 05/01/23, 19:30 at Witheridge Parish Hall

7. To consider the following Finance & Policy matters:-**7.1. Finance update circulated to councillors' for review.**

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour to note 04/01/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour settlement accounts 7.2.1 through 7.2.16, clerk to setup online payments, Cllr Harvey to authorise. **Cllr Harvey and clerk to action.**

7.3. Ratify recommendations of the 17/11/22 Finance & General Purposes Committee.

RESOLVED: Cllr Richardson proposed, Cllr Northam seconded and all were in favour ratification. **Clerk to action.**

7.4. Set the Precept for year ending 31/03/2024.

RESOLVED: Cllr Northam proposed, Cllr Richardson seconded and all were in favour setting a precept of £39,000.00 subject to confirmation of the *Provisional Local Government Finance Settlement 2023 to 2024 consultation (19/12/2022)* recommendations *Section 1.3.2 Government's intentions for council tax referendum principles in 2023/2024* un-amended in respect of Town & Parish Councils. **Clerk to action.**

7.5. Internal auditor Appointment Year Ending 31/03/2023.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour appointment Local Council Administration Services. **Clerk to action.**

7.6. SAAA - External Auditor Appointment.

Correspondence dated 01/12/22 re-appointing PKF Littlejohn was noted.

7.7. 2023 Meeting Dates & Venue(s).

Councillors noted 2023 meeting schedule. It was agreed to continue with booking the main hall to support social distancing when required.

8. To consider the following Property/Environment matters:-**8.1. Highways, Drainage & Public Rights of Ways Issues.**

<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

The annual paths survey submission deadline 13/02/23 to qualify for a grant was noted.

8.2. Grounds Maintenance Costings for 2023.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour acceptance. **Clerk to action and setup a monitoring system.**

8.3. Adventure Playground Refurbishment.**8.3.1. Kompan Sales Order Confirmation Queries/Responses.**

RESOLVED: Cllr Dorow proposed, Cllr Yabsley seconded and all were in favour:-

- Acceptance additional costs to upgrade path edging from timber to concrete pin-kerbing.
- Clarification laying safer surfacing over existing would meet the relevant standard(s).
- Maintain the layout spacing as tendered.

Clerk to action.

8.3.2. Kompan Utility Searches.

Searches dated 15/12/22 (Wales & West Utilities (Gas), 15/12/22 National Grid (Electricity), 16+19/12/22 South West Water (Water & Sewerage) and 16/12/22 Openreach (Telecoms) were noted.

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8.3.3. Minor Works Contract Requirements.

RESOLVED: Cllr Dorow proposed, Cllr Yabsley seconded and all were in favour delegating the draft and issue of the contract per project Tender Specification to the clerk with technical input from Cllrs Dorow and Searles. Contract to only be issued given written confirmation no issues with the final draft from all councillors. **Cllrs Dorow, Searles, Cllrs and clerk to action.**

8.4. Drayford Green – Tree Survey / Works.

RESOLVED: Cllr Northam proposed, Cllr Richardson seconded and all were in favour:-

- Rescinding the order for works placed with Hi-Line given no response to communications.
- Securing an updated Tree Survey to take into account Western Power works undertaken together with a quote for subsequent recommended works from a specialist arboriculturist.

Clerk to action.

8.5. Recycling & Refuse Collection Issues – Cllr Smith.

Re-agenda next meeting. **Clerk to action.**

8.6. Note 26/11/22 Litter Pick Risk Assessment.

Noted.

9. Correspondence / Consultations Received for consideration:-

9.1. EDF - Energy Bill Relief Scheme.

Noted.

9.2. Resident – Snow Warden Scheme.

Correspondence dated 14/12/22 and clerk response noted.

9.3. Resident – Grit Bin Provision.

Correspondence dated 15/12/22 and clerk response noted.

10. Dates of Next meetings recommended:-

10.1. Parish Council - 02/02/23 – agenda deadline noon 20/01/23.

Noted.

10.2. Agenda Items for consideration by the next meeting.

Adventure Playground refurbishment fencing requirements.

Meeting closed 22:00.

Planning

Application No.	Description
76340	Retrospective listed building consent to open up doorway combining two dwellings into one at 1 & 2 Penford Cottages Witheridge Tiverton Devon EX16 8PU Grid Ref: 280159; 114771 RECOMMENDED: No Objection.
76084	Retrospective siting of non-illuminated sign at Public Conveniences The Square Witheridge Devon Grid Ref: 280342; 114515 RECOMMENDED: No Comment – applicant parish council tenant.

WITHERIDGE PARISH COUNCIL

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Item	Chq Ref	Payee	Purpose	£
7.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance 6391	1614.00
7.2.2.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
7.2.3.	DD	EDF Energy Customers Ltd	Toilet Block Electricity Charges 28/11/22	412.27
7.2.4.	OB	The Festive Lighting Company Ltd	Replacement power supply & adapter for tree lights	136.44
7.2.5.	OB	N Stevens	Supply & Deliver Christmas Tree	480.00
** Staff Salaries & Expenses **				
7.2.6.		Redacted under GDPR	Total:-	1617.01
7.2.7.				
7.2.8.				
7.2.9.				
7.2.10.				
7.2.11.				
7.2.12.				
To Ratify:-				
7.2.13.	OB	J Harvey	Parking + Mileage Barnstaple Planning Committee	29.60

Invoices Received after Agenda compilation - To Be Ratified

7.2.14.	OB	The Community Heartbeat Foundation	Annual Support Costs 2023 - *091	151.20
7.2.15.	CC	Amazon	Printer Toner - *AEUI	55.90
7.2.16.	CC	Information Commissioner	Data Protection Annual Registration Fee - 2023	40.00

SO – Standing Order | DD – Direct Debit | OB – Online Banking* | CC – Charge Card

Receipts

Clerk	Refund reimbursement error	7.25
Tenant	Rent – Jan	191.66

Signed:

Chairman.

Date:

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