

# Diptford Parish Council Meeting

Tuesday 13<sup>th</sup> June 2017 at 7.30pm

**Questions from the Public** Complaints had been received of a collie dog worrying poultry and sheep. The dog warden had been advised.

**Police Report** Contact details were provided for Sector Inspector Chris Tapley and Neighbourhood Team Leader Tim Perrin.

**SHDC Cllr Steer** reported on contentious planning applications at Burgh Island and Brimhay, Dartington. Talks were being held to join West Devon District Council.

**DCC Cllr Hosking** had reported to Nick Colton (DCC Highways) the illegal waste tipping at Cockwells Nursery, Nr Bluepost (Harberton Parish); Designs were being prepared to protect Gara Bridge. Drivers of heavy goods vehicles were ignoring the 7.5 ton weight restriction on the weak road from South Brent to Avonwick. Better signage was required and the police would be advised; and Devon, Somerset & Torbay Trading Standards would be amalgamated.

## DRAFT MINUTES

**Present:** Cllr Foster (Chair), Crocker, Franklin, Hill, Lethbridge, Peach & Parker Davidson; SHDC Cllr Steer & DCC Cllr Hosking

**17.056 Apologies for absence** were accepted from Cllr Baggott

**17.057 To note declarations of interest and Dispensations in items on the Agenda** None

**17.058 The Minutes of the Meetings held on the 9.5.17, as previously circulated, were confirmed and signed by the Chairman**

### 17.059 Planning Applications

- Variation of condition No.1 following grant of planning permission 17/0768/15/AGDPA to allow changes to approved plans at Amity Farm, Cricketens Ref 1135/17/VAR Mr & Mrs A Morse **Neutral**
- Prior approval for a proposed change of use from agricultural building to dwellinghouse (Class C3)(Class Q) at Old Barn, Thornlands Ref 1787/17/DPM Mr R Smith **The applicant's address has been stated as Stert Quarry Farm, where he has no right to live and is currently subject to enforcement action**

### Planning Decisions - Noted

- Construction of barn for storage of hay at Beneknowle Farm, Diptford Ref 0454/17/FUL **Conditional permission**

### 17.060 Diptford Amenity Trust & Playing field

- Diptford Amenity Trust Acc 02042009 £7596.92; Acc 00196602 £135.44
- Playground maintenance – the Clerk would prepare wording for the sign
- Proposed land sale – Solicitors had been appointed

### 17.061 P3, footpaths & highways

- Highway Maintenance Community Enhancement Fund 2016/17 – guidance on the scheme did not require match funding for the Community Lengthsman Scheme, and the Clerk would query the condition on the award
- The Clerk would apply for £1000 funding for the Community Lengthsman Scheme from the Highway Maintenance Community Enhancement Fund 2017/18

### 17.062 Finance

#### 1. Cheques approved for payment:

Cheque	Description	VAT	Gross
0803	S Woodman – May pay		179.90
0804	S Woodman – Travel £38.03, Office £34.67	0.20	72.70
0800	K Jane – grass cut		100.00
<b>Receipts</b>			
BGC	HMRC – VAT repaid		735.77
BGC	Santander – Interest April		0.08

**2. The Financial Statement was received**

Lloyds Current Account to 23.5.17	5930.42
Less payments & unrepresented cheques	836.60
Plus uncleared receipts	0.00
Total Current Account	5093.82
Santander Account to 1.4.17	1020.49
Total funds	6114.31

**Earmarked Reserves**

P3 Footpaths	74.29
Winter Emergency Planning	800.00
Community Lengthsman	1020.00
Total Reserves	1894.29

**Total uncommitted funds 4220.02**

**3. Resolved to approve the 2016/17 Accounts and Audit Commission Annual Governance Statement Section 1****4. Resolved to approve the 2016/17 Accounts and Audit Commission Annual Governance Statement Section 2 and accounts detailed in Appendix 17.062.4** Project details of grant receipts should be recorded.

**5. Internal Auditor Report 2017:** The Clerk would review & update the Financial Regulations. Diptford Amenity Trust records with the Charities Commission would be amended to record Diptford Parish Council as the Trustee, rather than individual Councillors.

**6. High interest savings accounts** – Local Councils were restricted to investing in low risk accounts, normally high street banks and building societies.

**17.063 Correspondence received**

1. SHDC: Street cleansing relating to events – not required
2. Community Energy Revolution, 7-8.30pm 5 July, Ivybridge Library – details would be included in the Magazine
3. South Devon AONB launch of Planning Guidance, 4-6.30pm 21 June, Stoke Fleming Village Hall – Cllrs Foster & Parker Davidson may attend
4. Merchant Navy Day, 3.9.17 – No celebrations
5. Development Management Briefing Paper, June 2017 – a joint training session with neighbouring Parish Councils would be requested

**17.064 To replace the Parish Clerk** The Clerk had resigned with effect from the 31.8.17. The vacancy would be advertised in the Magazine, with DALC and to adjacent Clerks. The Job Description and terms would continue as existing. Transparency Code funding would be requested for a laptop and scanner/printer. Councillors expressed their appreciation of the Parish Clerk' work over the last 9 years..

**17.065 Reports on Meetings Attended** Cllr Parker Davidson attended the Community Safety Forum, which concentrated on the Police & Crime Plan for 2017-2020.

**17.066 Correspondence available at the Meeting** None

Meeting ended 9pm

Date of next Meeting 11.7.17

**Appendix 17.062.4**

<b>Bank reconciliations for the year ended 31.3.17</b>					
<b>Lloyds TSB Bank Account</b>				<b>Cash Book</b>	
Balance per Bank Statement 31.03.2017		2142.91			
Less: Outstanding Cheques				b/fwd 4,324.14	
	chq	amount		Receipts	12,032.37 +
	787	72.00		Payments	14705.60 -
	789	400.00		C/fwd	1,650.91
	790	20.00			
Total		492.00			
Plus: Outstanding Receipts		0.00			
Balance per Accounts		1650.91			
<b>Santander Bank Account</b>					
Bank balance 31.3.17		1020.32		B/F 1014.85	
Less o/s payments		0		Receipts 2,005.47	
Plus o/s remittances		0		Payments 2000	
		1020.32		Balance c/f 1,020.32	
<b>Total cash &amp; investments</b>		<b>2671.23</b>		<b>2,671.23</b>	

## 2016/17 Accounts and Audit Commission Annual Governance Statement

Receipts and Payments for the Year ending 31.03.2017			
Previous Year to 31.03.16		Current Year to 31.03.17	Budget 2016/17
	<b>Receipts</b>		
5800.00	Precept	6,150.00	6150.00
140.00	C Tax Support Grant	126.00	126.00
0.00	Footpaths (P3)	-	0.00
55.88	HM Customs & Revenue VAT	256.37	76.00
2.46	Interest	5.47	7.00
3000.00	Grants	3,500.00	5500.00
<b>8998.34</b>		<b>10,037.84</b>	<b>11859.00</b>
	<b>Payments</b>		
2483.68	Clerk's salary	2650.43	2515.00
451.35	Clerk's expenses	394.65	496.00
336.88	Office	470.76	450.00
250.00	Grants	2724.82	202.00
0.00	S137 Grants	0.00	101.00
0.00	Graveyard maintenance	400.00	416.00
190.00	Audit	125.00	193.00
235.63	Insurance	201.48	240.00
137.47	Subscriptions	136.79	138.00
1896.40	Playing Field	1137.37	4723.00
159.80	Non revenue items	3500.00	102.00
176.00	Hall hire	72.00	118.00
25.00	Training	46.67	50.00
256.37	HM Customs & Revenue VAT	735.77	0.00
0.00	Elections	109.86	110.00
1000.00	Community Lengthsman	0.00	2000.00
30.00	Other expenses	0.00	0.00
<b>7628.58</b>		<b>12705.60</b>	<b>11854.00</b>
<b>1369.76</b>	<b>Net Receipts</b>	<b>- 2,667.76</b>	<b>5.00</b>

Earmarked Reserves		
Held at 31.3.17		
£	Purpose of reserve	Short/Long term
74	P3 - Footpath maintenance	Short
800	Winter Emergency Planning	Long

Asset	Ins Value	Audit value	Comments
Restricted to Clerk's home	2500		Clerk's ownership
2 Bench seats	445	445	
Commemorative stone			Not insured
Notice board	1,781	1,781	
Garden wall	596	596	
6 planters		99	Not insured
Grit Spreader	1418	1418	
Christmas decorations		160	Not insured
	<b>£6,740</b>	<b>£4,499</b>	

Significant variances in the statement of accounts						
Lines	Description	Year ending		Variance £	%	Variance over 15% & over £250
		31.03.16	31.03.17			
1	Balances brought forward	3969	5339			
2	Annual Precept	5800	6150			
3	Total other receipts (excl precept)	3198	3888	690	22	y
4	Staff costs	2935	3045	110	4	
5	Loan interest/capital repayments	0	0	0	0	
6	Other payments	4694	9661	4967	106	y
7	Balances carried forward	5339	2671			
8	Total cash & short term investments	5339	2671			
9	Total fixed assets & long term assets	4259*	4499	240	6	
10	Total borrowings	0	0	0	0	
* Restated						

Explanation of Variances	
<b>Box No. 3</b>	<b>£</b>
Figure in 2015/16 column	3,198
Figure in 2016/17 column	3,888
	690
<b>Reason</b>	<b>Amount (£)</b>
1. 2015/16 received £3000 TAP grant; 2016/17 received £2500 TAP & £1000 Amenity Trust grant	500
2. VAT refund: 2015/16 received £56; 2016/17 received £256	200
<b>Box No. 6</b>	<b>£</b>
Figure in 2015/16 column	4694
Figure in 2016/17 column	9,661
	-4,967
<b>Reason</b>	<b>Amount (£)</b>
1. Grants: 2015/16 paid £250; 2016/17 paid £2723	-2473
2. Graveyard maintenance: no payments 2015/16; 2016/17 paid £400	-400
3. Playing field: 2015/16 paid £1896; 2016/17 paid £1137	759
4. Non revenue purchases: 2015/16 paid £160; 2016/17 £3500 (play equipment)	-3340
5. Hall hire: 2015/16 paid £176; 2016/17 paid £72	104
6. VAT: 2015/16 paid £256; 2016/17 paid £736 (more purchases)	-480
7. Community Lengthsman 2015/16 paid £1000; 2016/17 no payment	1000
8. Office expenses: 2015/16 paid £337; 2016/17 paid £471	-134
9. Elections: No payments 2015/16; 2016/17 paid £110	-110