

Diptford Parish Council Meeting

Tuesday 3 May 2016 at 8.30pm

DRAFT MINUTES

Present: Cllrs Foster (Chairman), Crocker, Hill, Lethbridge, Peach & Parker Davidson

16.049 Apologies for absence were accepted from Cllrs Franklin & Baggott: DCC Cllr Vint & SHDC Cllrs Smerdon & Steer

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

16.051 The Minutes of the Meeting held on the 12.4.16, as previously circulated, were confirmed and signed by the Chairman

16.052 Planning Applications

1. Notification for prior approval for a proposed change of use of Agricultural Building to a Dwellinghouse (class C3) at Springfield Farm, Moreleigh Ref 1116/16/PDM Mr & Mrs Cook, Mrs Darke **Noted**
2. Householder application to extend existing Barn Conversion footprint to include ground floor room to extend existing dwelling house at Mow Cottage, Diptford Ref 1038/16/HHO Mrs Dorman & Mr Swinscow **No objection**

Planning Correspondence

3. Stert Quarry – Possible unauthorised dumping and speeding lorries were reported to SHDC, which the Clerk would follow up. The lorries had ceased following intervention by the Environment Agency

16.053 Playing Field

Diptford Amenity Trust Acc 02042009 £8592.27; Acc 00196602 £135.44

16.054 P3, footpaths & highways No report

16.055 Finance

1. Cheques passed for payment:

Cheque	Description	VAT	Gross
0742	S Woodman – April pay		170.90
0743	S Woodman – Travel £52.65, Office £43.77		96.42
0744	DALC - Training	5.00	30.00
0745	Zurich – Playing field insurance		355.87
0746	South & West Internal Audit		125.00
Receipts			
BGC	HMRC – VAT reclaim		256.37
BGC	SHDC – Precept & grant		3201.00

2. The Financial Statement was received

Lloyds Current Account to 31.3.16	4413.14
Less payments & unrepresented cheques	3837.27
Plus uncleared receipts	3457.37
Total Current Account	4033.24
Santander Account to 31.3.16	1014.85
Total funds	5048.09

Earmarked Reserves

P3 Footpaths	74.29
Winter Emergency Planning	800.00
Total Reserves	874.29

Total uncommitted funds £4173.80

3. The 2015/16 Accounts and Audit Commission Annual Governance Statement, as given in Appendix 16.055.3, were approved The Internal Auditor's comments on Fixed Asset valuations were noted.

4. Santander: Interest rate to reduce from .45% to .30% from 1.7.16

5. Resolved to transfer £2000 to Santander Bank (Chq 749)

Finance Correspondence

6. Resolved to grant Computer Club £189 towards Broadband line rental (Chq 747)

7. Resolved to grant Diptford & North Huish PCC £100 towards the Parish Magazine (Chq 748)

16.056 Correspondence received

1. DALC training – No one would attend
2. Devon Community Resilience Forum, Ken 11.5.16 – Cllr Parker Davidson may attend

3. DCC: Broadband Voucher Scheme – Details would be included in the Magazine

16.057 Reports on Meetings Attended Cllr Parker Davidson attended the Planning Peer Review Meeting, in which the same planning concerns were widespread amongst Parish Councils:

- The time scale of SHDC Our Plan and Capacity Planning, which reflected on the development of Neighbourhood Plans
- Sherford being excluded from SHDC capacity planning, as it was seen to benefit Plymouth. This impacted on Central Government's housing quota for SHDC. Failure to appreciate the geography and population structure of the South Hams
- Inability of the highways & sewerage network to cope with new developments, with little joined-up thinking between DCC, SHDC & Central Government
- Poor planning & enforcement service, with high staff turnover, loss of experience and poor communications
- The Planning website was not working
- Prior consent applications should be highlighted and agricultural use terms clarified
- Parish Councils should work in partnership with the planning department, providing local feedback

16.058 Correspondence available at the Meeting Noted

1. South Hams Society Bulletin, March 2016
2. Healthwatch Voices, Spring 2016

Meeting ended 9.30pm

Date of next Meeting 14.6.16

Appendix 16.055.3

Annual Audit for the Year ending 31.03.2016

Receipts & Payments			
Previous Year to 31.03.15		Current Year to 31.03.16	Budget 2015/16
	Receipts		
5660.00	Precept	5,800.00	5800.00
156.00	C Tax Support Grant	140.00	140.00
0.00	Footpaths (P3)	-	0.00
179.57	HM Customs & Revenue VAT	55.88	61.00
0.00	Interest	2.46	0.00
0.00	Grants	3,000.00	0.00
100.00	Other receipts	-	0.00
<u>6095.57</u>		<u>8,998.34</u>	<u>6001.00</u>
	Payments		
2255.16	Clerk's salary	2483.68	2408.00
395.33	Clerk's expenses	451.35	402.00
318.72	Office	336.88	330.00
0.00	Councillors' expenses	0.00	0.00
6717.40	Grants	250.00	334.00
0.00	S137 Grants	0.00	100.00
400.00	Graveyard maintenance	0.00	410.00
175.00	Audit	190.00	175.00
0.00	Footpaths (P3)	0.00	0.00
256.11	Insurance	235.63	260.00
135.77	Subscriptions	137.47	178.00
1136.40	Playing Field	1896.40	1145.00
7.33	Non revenue items	159.80	100.00
99.00	Hall hire	176.00	100.00
25.00	Training	25.00	80.00
55.88	HM Customs & Revenue VAT	256.37	0.00
0.00	Elections	0.00	245.00
0.00	Community Lengthsman	1000.00	1000.00
30.00	Other expenses	30.00	0.00
<u>12007.10</u>		<u>7628.58</u>	<u>7267.00</u>
-5911.53	Net Receipts	1,369.76	-1266.00

Diptford Parish Council, Devon					
Bank reconciliations for the year ended 31.3.16					
Lloyds TSB Bank Account				Cash Book	
Balance per Bank Statement 31.03.2016				4413.14	
Less: Outstanding Cheques				b/fwd 3,956.84	
	chq	amount		Receipts	8,995.88 +
	731	89.00		Payments	8628.58 -
				C/fwd	<u>4,324.14</u>
Total				89.00	
Plus: Outstanding Receipts				0.00	
Balance per Accounts				<u>4324.14</u>	
Santander Bank Account					
Bank balance 31.3.16		1014.85		B/F	12.39
Less o/s payments		0		Receipts	1,002.46
Plus o/s remittances		0		Payments	0
		<u>1014.85</u>		Balance c/f	<u>1,014.85</u>
Total cash & investments		5338.99			5,338.99

Significant variances in the statement of accounts

Lines	Description	Year ending		Variance		Variance over 15% & over £250
		31.03.15	31.03.16	£	%	
1	Balances brought forward	9881	3969			
2	Annual Precept	5660	5800			
3	Total other receipts (excl precept)	436	3198	2763	634	y
4	Staff costs	2651	2935	284	11	
5	Loan interest/capital repayments	0	0	0	0	
6	Other payments	9357	4694	-4663	-50	y
7	Balances carried forward	3969	5339			
8	Total cash & short term investments	3969	5339			
9	Total fixed assets & long term assets	4190	5594	1404	34	y
10	Total borrowings	0	0	0	0	

Explanation of Variances

Box No. 3	
	£
Figure in 2014/15 column	436
Figure in 2015/16 column	3,198
	2,763
Reason	Amount (£)
1. 2014/15 received no TAP Grants; 2014/15 received £3000 TAP grant	3,000
2. 2014/15 received £180 VAT repayment; 2015/16 received £56	-26

Box No. 6	
	£
Figure in 2014/15 column	9,357
Figure in 2015/16 column	4,694
	4,663
Reason	Amount (£)
1. Grants: 2014/15 paid £6717; 2015/16 paid £250	6467
2. Graveyard maintenance: 2014/15 paid £400; no payments 2015/16	400
3. Playing field: 2014/15 paid £1136; 2015/16 paid £1896	-760
4. Non revenue purchases: 2014/15 paid £7; 2015/16 paid £160	-153
5. Hall hire: 2014/15 paid £99; 2015/16 paid £176	-77
6. VAT: 2014/15 paid £56; 2015/16 paid £256 (more purchases)	-200
7. Community Lengthsman 2015/16 paid £1000; 2014/15 no payment	-1000