

# Diptford Parish Council Meeting

Tuesday 9<sup>th</sup> May 2017 after the Annual Parish Council Meeting

## To all Members of the Council

You are hereby summoned to attend a meeting of Diptford Parish Council to be held in Diptford Village Hall on Tuesday 9th May 2017 after the Annual Parish Council Meeting for the purpose of transacting the following business.



Sarah Woodman, Clerk to the Council

Date 2<sup>nd</sup> May 2017

**The Public are welcome to attend** *If any member of the public wishing to attend the Meeting has special requirements (mobility or sensory impairment), please contact the Clerk, Sarah Woodman on 01364 661127*

## Questions from the public

## Reports from District and County Councillors

## Police Report

## AGENDA

### 17.046 To accept apologies for absence

### 17.047 To note declarations of interest and Dispensations in items on the Agenda.

### 17.048 To confirm the Minutes of the Meetings held on the 14.3.17, as previously circulated.

### 17.049 Planning Applications

*To comply with consultation time limits, planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.*

1. Application for variation of condition 4 (to extend the planning permission timeframe by 5 years) of planning consent 39\_45/0706/12/F at Marley Thatch Farm, South Brent Ref 0892/17/VAR Marley Thatch Solar Ltd

### Planning Decisions

2. Application for removal or variation of condition no.4 following grant of planning permission ref 17/0507/13/F to allow business use of the sand school at Farleigh Meadows, Diptford Ref 0354/17/VAR

### Withdrawn

3. To create new opening giving access to land. Existing gate no longer required. Access to adjoining land not required. Replacement access will enable applicant to access land south 'B' allowing movement of livestock and farm machinery between applicant's fields at Trimswell Farm, Diptford Ref 0979/17/HRN **Exemption Agreed**

### 17.050 Diptford Amenity Trust & Playing field

1. Diptford Amenity Trust Acc 02042009 £7595.51; Acc 00196602 £135.44
2. Playground maintenance
3. Proposed land sale – To define the area to be sold & confirm valuation & legal arrangements

### 17.051 P3, footpaths & highways

1. Highway Maintenance Community Enhancement Fund - Progress

### 17.052 Finance

#### 1. To approve cheques for payment:

Cheque	Description	VAT	Gross
0798	S Woodman – April pay		180.10
0799	S Woodman – Travel £40.50, Office £33.67		74.17
0800	K Jane – grass cut		100.00
0801	Zurich Municipal (Subject to confirmation)		206.08
0802	K Jane – grass cut		70.00
<b>Receipts</b>			
BGC	DCC - Highway Maintenance Community Enhancement Fund		1020.00
BGC	SHDC: Precept £3550, Grant £114		3664.00
BGC	Santander – Interest March		0.09

**2. To receive the Financial Statement**

Lloyds Current Account to 21.4.17	5965.47
<i>Less</i> payments & unrepresented cheques	1254.82
<i>Plus</i> uncleared receipts	0.00
Total Current Account	4710.65
Santander Account to 1.4.17	1020.41
Total funds	5731.06

**Earmarked Reserves**

P3 Footpaths	74.29
Winter Emergency Planning	800.00
Total Reserves	874.29

Total uncommitted funds                      £4856.77

3. To transfer funds from Lloyds to Santander Bank
4. To review the Risk Schedule – Appendix 17.052.4

**17.053 Correspondence received**

1. Devon Community Resilience Event, 7 June, Free

**17.054 Reports on Meetings Attended****17.055 Correspondence available at the Meeting**

1. Healthwatch Voices, Spring 2017

**Appendix 17.052.4****Risk Schedule**

Item	Frequency	Last Reviewed	Action
<b>Parish Council Insurance</b>			
Public & Employers Liability	Annual	May 16	
Money & Fidelity Guarantee	Annual	May 16	
Personal Accident	Annual	May 16	
Buildings cover for Parish owned property/community assets	Annual	May 16	
Inspection of playground equipment by qualified inspector	Annual	March 17	
<b>Financial Matters</b>			
Banking arrangements	As required	Feb 16	
Insurance providers	As required	May 16	
VAT return completed/submitted	Annual	April 17	
Internal audit fee review	5 Yearly	Feb 17	
Clerk's salary review	Annual	April 17	
Clerk's expenses review	Annual	Jan 16	
Budget agreed, monitored and reported	Annual	Jan 17	
Precept requested	Annual	Jan 17	
Payments approval procedure	As required	May 14	
Bank reconciliations overseen by Cllrs	Monthly	March 17	
Chairman's Allowance reviewed & agreed	Annual	Dec 14	
Internal Audit	Annual	March 17	
External Audit	Annual	June 16	
Internal check of financial records	Quarterly	March 17	
<b>Record Keeping</b>			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 16	
Financial Regulations available/updated	On-going	July 15	
Standing Orders available/updated	On-going	Sept 14	
Backups taken of computer records	Monthly	May 17	
Archived computer records	No action		
<b>Employees &amp; Contractors</b>			
Contract of employment	As required	Jan 08	
Contractors' Indemnity Insurance	On-going		
Written arrangements with contractors	On-going	April 15	
<b>Member's Responsibilities</b>			
New Code of Conduct adopted	As required	Sept 13	
Register of Interests completed & updated	On-going	May 16	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		