

# Diptford Parish Council Meeting

Tuesday 9<sup>th</sup> May 2017 at 8.10pm

**Police Report** Chief Constable Shaun Sawyer confirmed that, over 3 years, PCSOs would be reduced from 340 to 150. Supt Hawley would continue to represent the community and the Clerk would request contact details.

**SHDC Cllr Steer** reported that the new Chairman would be elected at the next meeting, with most other positions remaining unchanged. He detailed planning and housing developments in the District. Queries were raised over rumours Manchester and Liverpool were buying up housing in the South Hams for their tenants, and it was suggested a Freedom of Information application be submitted.

**DCC Cllr Hosking** introduced himself as the new County Councillor. He would follow up complaints about illegal waste tipping at Cockwells Nursery, Nr Bluepost (Harberton Parish). The recently repaired Gara Bridge had been damaged, and bollards were requested to restrict speeds and vehicle sizes. Waste charges may change as a result of Government policy.

## DRAFT MINUTES

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

**17.046 Apologies for absence** were received from Cllrs Franklin & Lethbridge

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

**17.048 The Minutes of the Meeting held on the 11.4.17, as previously circulated, were confirmed and signed by the Chairman**

### 17.049 Planning Applications

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

**Neutral**

### Planning Decisions Noted

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### Withdrawn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 – the maintenance day included clearing debris from skate ramps, replacing the basketball net & replacing a slat to the bench. Linkage wear to swings & leg rot to toddler swing would be monitored and repairs to the shelter planned.

3. Proposed land sale – Legal advice from Devon Communities had confirmed that no professional valuation was needed as the site and price were small and the Council had ensured it was getting good value for a public asset. The Clerk would instruct Beers Solicitors, Kingsbridge. Cllrs Hill and Foster would define the site on the Land Registry plan.

### 17.051 P3, footpaths & highways

1. Highway Maintenance Community Enhancement Fund - £1020 had been received for the community lengthsman service, representing 50% of the funding requested. The sum would be placed in a Community Lengthsman Reserve, pending match funding being sought and assessment of highway requirements in the autumn.

### 17.052 Finance

#### 1. Cheques approved 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. The Financial Statement was received**

Lloyds Current Account to 21.4.17	5965.47
<i>Less</i> payments & un-presented cheques	1254.82
<i>Plus</i> un-cleared 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 - None

**4. Resolved to accept Risk Assessment as detailed in Appendix 17.052.4****17.053 Correspondence received**

1. Devon Community Resilience Event, 7 June – No one would attend

**17.054 Reports on Meetings Attended None****17.055 Correspondence available at the Meeting**

1. Healthwatch Voices, Spring 2017
2. Clerks & Councils Direct, May 2017

*Meeting ended 9.10pm*

*Date of next Meeting 13.6.17*

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

<b>Item</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Action</b>
<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		