**DRAFT**

**BERRY POMEROY PARISH COUNCIL**

Minutes of the VIRTUAL Meeting held on Thursday 26th November 2020 @ 7.30pm

**PRESENT:** Cllr. John Mills (via mobile link), Cllr. David Hooper (video), Cllr. Colin Luker (video), Cllr. Sue Misselbrook (video), Cllr. Nichola Boughton (video).

Cllr. Birch. Cllr. Hodgson. Cllr. Sweett, County Councillor Hawkins. (video), Parish Clerk/RFO Susie Watt (video).

There were no members of the Public in attendance.

The Chairman read out the procedure for the virtual meeting.

**APOLOGIES:** Cllr. Rose

1. **(01.11.20) Declaration of Interest:** Cllr. Boughton – Parish Church discussion.
2. **(02.11.20) Approval of the Minutes of the previous meeting:** There was full approval of the minutes of the meeting held on 1st October 2020 were approved and signed by the Chairman as a true record.
3. **(03.11.20) PARKFIELD PLAY PARK:**  The Clerk informed the Council that she had finally received the Contract for the purchase of the Parkfield Play Park in the sum of £1. The Council were informed that on completion, Berry Pomeroy Parish Council would receive the sum of £25,000 for the purchase and upkeep of play equipment. This money is to be ring-fenced for this purpose. The Clerk explained that the upkeep of the Play Park will be carried out by SHDC for two years. The Parish Council would need to ensure its insurance was updated to include the Play Park. The Clerk therefore requested the Chairman to call for proposals to agree the Clerk signs the Contract It was therefore, duly RESOLVED and proposed by Cllr. Misselbrook 2nd by Cllr. Hooper with a unanimous vote. The Clerk requested the Chairman to call for proposals to agree the £25,000 was ring-fenced and placed in the Parish Councils Reserve Account. It duly RESOLVED and proposed by Cllr. Mills and seconded by Cllr. Hooper.

The Clerk further informed the Council, that during the summer the Slide in the Parkfield Play had been deemed unsafe and had been removed by SHDC. The Parish Council therefore, needed to buy a replacement once the funds had been received. The Clerk requested the Chairman for a proposal and seconder to authorise the clerk to obtain quotes and purchase the slide. It was Proposed by Cllr. Mills and seconded by Cllr. Misselbrook.

1. **(04.11.20) Clerk’s Report:**

The Monthly Finance Schedule/Payments record was requested fo approval. The Chairman called for a show of hands and the Financial Records were duly unanimously approved.

**BERRY POMEROY FINANCIAL STATEMENT AND PAYMENTS 2nd OCTOBER 2010 TO 26th NOVEMBER 2020 – retrospective ratification on 26th NOVEMBER 2020.**

Note: Clerk’s salary is paid via standing order operational from 27th April 2020 in the sum of \*£388.70. Sundries including stationery/printing etc., are paid by cheque in the following month on the production of receipts. \*(which includes 6 hrs per month agreed overtime + Office Allowance of £12 and phone Allowance of £5 per month)

**Bank Account Balances as at 24th September 2020:**

Santander Main Account £12,877.63

Santander Reserve Account £4,270.29

Berry Pomeroy Parish Council total balance as at 24th September 2020: **£17,147.92**

(Note: October statement not received to date 20.11.20)

**EXPENDITURE: October 2020**

27/10/20 S/O Standing Order – Clerk’s Salary/Allowances only £388.70

**OCTOBER PAYMENTS – Cheque Run**

01/10/20 Chq.No. 683 Bridgetown Alive (donation) £1000.00

26/11/20 Chq. No. 684 Mrs S J Watt – see below £59.99

The 12th edition of Arnold-Baker on Local Council Administration

(50% payment as shared with Marldon Parish Council total cost £119.99 (£149.99 – 20% discount as purchased via the Clerks Governing body)

There had been no requests or questions received from members of the public.

The Chairman stated he had received a letter from David Boughton regarding the Invoice for the purchase of a Strimmer which had not been authorised by the Parish Council. Cllr. Mills stated that this was not acceptable and had caused the Clerk a problem as neither the purchase or payment had ever been authorised by the Council, that a verbal agreement was not appropriate. The Clerk was asked to explain further and reported that the Auditor both last year and this year had picked up incidents where payments had not been authorised even though stringent controls had been put in place by the Clerk, it was noted that although the Parish Council had operated in a casual way, this was no longer acceptable and all purchases and financial transactions were to be approved by the Parish Council and the actions carried out by the Clerk/RFO. After some debate, and further explanation that the Parish Council could not part-own equipment and that the contractor cutting the grass and other works in the churchyard came under the Parish Councils jurisdiction and should fall under the Parish Councils’ insurance as both were being carried out on behalf of the Council not the Church. It was therefore, proposed and duly RESOLVED that Berry Pomeroy Parish Council would purchase the Strimmer and put that on its asset register and belong to the Parish Council. Proposed by Cllr.Luker, seconded by Cllr. Hooper and unanimously agreed.

The Clerk informed the Council that next meeting would also be the budget meeting.

The Clerk stated that there was need to carry out a Virtual Interview with the only Candidate for the Casual Vacancy in Berry Pomeroy Village. It was agreed to progress this and the Clerk will contact the candidate to seek confirmation they are happy to go ahead with a virtual interview at 6.45pm on Thursday 17th December 2020 prior to the start of the next Parish Council meeting.

The Clerk apologised that she had omitted a Planning Application on the main agenda but had included it in her report and that all Cllrs. had received the Planning Application for perusal:

**PLANNING APPLICATION 3501/20FUL** – 11 Hope Close to erect a new dwelling. **REFUSAL** and to make comment that the area is too small, that it is a designated ‘green’ area and was prone to flooding.

Cllr. Hooper also made comment that he had noted there was an application for a temporary Agricultural Dwelling made by the same people who had felled a beautiful tree some time last year, the Parish Council had not received any Planning Application to be considered and Cllr. Hooper requested the Clerk contact the Planning Dept. at SHDC to request such.

1. **(05.11.20) TELEPHONE KIOSK:** Cllr. Misselbrook requested that a defibrillator be installed in the kiosk which the Parish Council had purchased at Dukes Road and that Mr Watson was co-ordinating this. The Clerk informed the Council that the purchase had not yet gone through and was still awaiting further communication from BT. Cllr. Hodgson was asked if she could assist. It was agreed to defer any agreement until more information had been received from BT and costings for the defibrillator had been explored and whether there was any cost to the Parish Council.
2. **(06.11.20) BENCHES - LONGMARSH:** There had been request from Cllr. Luker and Totnes Town Council to ask permission for them to place 3 more benches on Berry Pomeroy land at Longmarsh. Cllr. Luker confirmed there would be no cost to Berry Pomeroy Council and that TTC would insure the benches. It was RESOLVED to give permission. Proposed by Cllr. Hooper and seconded by Cllr. Mills. Agreed unanimously.
3. **(07.11.20) COUNTY/DISTRICT REPORTs:** Cllr. Hawkins reported the success of the No Right Turn. He also reported he still had £250 in his locality fund for Berry Pomeroy which had not been applied for, the Clerk stated she was still waiting for the Application document from DCC and that it would go towards the new bench.

Cllr. Hodgson had circulated her report to Councillors. It had proved extremely interesting. She reiterated the successful conclusion to the No Right Turn and Cllr. Hooper expressed his thanks for Cllr. Hawkins and Cllr. Hodgson’s hard work in resolving this long standing issue. The Parish Council also thanked the Cllrs. for their help.

Cllr. Birch reported the availability of two support grants available through SHDC for local businesses under restrictions due to the COVID lockdowns and also for businesses affected by COVID. One of these grants value is £1334 however, Cllr. Birch reported that it was disturbing to find a number of second home owners applying for this local fund.

 Cllr. Birch also reported that he had received an email regarding the Permissive Path at True Street, The Clerk reported she had also received the report from a member of the public and had spoken with the Chairman and it was the Parish Council’s responsibility not the Estate. She reported that the Lengthsman had been there this week and had been requested to investigate and clear the water. She would respond as soon as she heard back from him. Cllr. Hooper stated that he had been there last week and cleared away higher foliage and would go and investigate the water problem which may need a pump or pipe to drain the water from the path. He will report back to Clerk with his findings.

Cllr. Sweett endorsed the availability of the Business Grants and grants for village halls.

The Chicken Run project was progressing well and the establishment of a wheelchair access was going to put out to tender before Christmas

She was hoping the Devon Hedge needing to be reinstated in Weston Lane would soon happen. Weston Lane desperately needs resurfacing and Cllr. Sweett also endorsed the successful conclusion to the No Right Turn and thanked all involved.

1. **(08.11.20) POLICE REPORT:** The Clerk reported that although the Totnes Sgt had hoped to have established monthly Police Meetings with a number of the Parishes in the area, this had been put on hold as it was likely he was to receive a new posting and did not want to set something up which had to be postponed in quick time. Updates to come in the future.
2. **(09.11.20) Date of Next Meeting:** The next Virtual Meeting will be on

THURSDAY 17th DECEMBER 2020 @ 7.30pm

The Chairman requested the Clerk put items on the next Agenda relating to the release of donations to the Air Ambulance, Citizens Advice and Totnes Caring. The Clerk confirmed.

The meeting closed at 20:56hrs

Signed:...............................................................Date: 17th December 2020

Chairman – Cllr. Mills