

**Minutes of the Ordinary meeting of ALL SAINTS PARISH COUNCIL
of Tuesday 28th July 2020 at 7.30pm, held in "virtual" session (remotely) as
per legislation contained within Clause 78, Coronavirus Regulations 2020.**

*This meeting was reconvened after the previous meeting of the Parish Council
scheduled for the 23rd July 2020 was adjourned by the Chair for technical reasons.*

Present:

Cllrs Forbes (Chair), Speed (Vice-Chair), Barrett, Hubbard and Lightfoot.
Clerk, Paul Hayward. (also representing Yarty ward, EDDC)
No members of the public present online.

Online meeting regulations and guidance:

a) Chair outlined regulations and guidance pertaining to meetings held in virtual session.

Public Forum:

b) Representations received in Public Forum. **None**
Chair closed public forum.

20/029 **To consider, and if thought to approve, the recommended revisions to the Parish Council's Standing Orders as suggested by Devon Association of Local Councils which take in account amended Council practice during the Coronavirus Crisis; these revisions having been circulated to members previously:**

Approval and adoption proposed by Cllr. Hubbard, seconded by Vice-Chair. Resolved unanimously.

20/030 **Apologies Received:**

None received, all Councillors present.

20/031 **Declarations of Notifiable Interests:**

None declared.

20/032 **To consider minutes of previous meetings:**

Minutes of the Ordinary meeting held Tuesday 10th March 2020 were considered.

Approval of minutes proposed by Cllr Hubbard, seconded by Vice-Chair. Resolved unanimously.

Minutes could not be signed by Chair as a true record of proceedings due to remote nature of meeting.

Clerk to liaise with Chair to arrange signing of minutes at the earliest opportunity.

Matters arising raised: *Socks Hill Highway Maintenance works delayed until October.*

20/033 **To note that the Annual Meeting of the Parish Council was NOT held in May 2020 as originally scheduled due to revised arrangements for such meetings as specified within Clause 78 legislation;**

It was noted that the requirement to elect a Chair (and Vice-Chair) of the Parish Council was made unnecessary. Those currently serving in those roles remain in post until May 2021.

Noted by Councillors.

20/034 **Chair's Announcements / Matters of urgency for report only:**

No Chair's announcements. Clerk had no matters of urgency to bring to the meeting.

20/035 Planning Matters:**a) To consider planning applications received prior to agenda publication:**

i) 20/01450/FUL - Alston Farm, Alston. EX13 7LG

Creation of earth lined slurry store.

Cllr. Lightfoot proposed that Council support application. Seconded by Cllr. Speed. Resolved unanimously.

Clerk: please submit this planning consultee comment to EDDC Planning Team (East) and copy to ward member.

b) To ratify planning decisions made under emergency delegated powers as a consequence of the Coronavirus crisis when Council was unable to meet to formally resolve their decisions:

A schedule of the decisions submitted to EDDC Planning Officers had been circulated to members and is appended to these minutes as Appendix A for reference.

Cllr. Barrett proposed that Council ratify those decisions submitted. Seconded by Cllr. Speed.

Resolved unanimously.

c) To consider Tree Matters: None to consider**d) Determinations / Decisions advised by EDDC, Local Planning Authority (LPA):**

Councillors noted the determinations advised by the Local Planning Authority since March 2020.

e) Enforcement and Appeal Matters.

19/0078/FUL - Lily Cottage, All Saints. APPEAL in progress (delayed by Covid-19 disruption)

f) Planning Correspondence received / Planning matters in adjoining parishes.

Councillors noted the recent Greater Exeter Strategic Plan (GESP) correspondence circulated.

20/036 Financial Matters:**a) To consider and, if thought fit, approve payments for April, May, June and July 2020**

i) April payments £1260.29

ii) May payments £1104.10

iii) June payments £1364.21

iv) July payments £1467.32

It was proposed by Chair, seconded by Cllr Barrett, that these payments (i. to iv. Inclusive)

(as per schedules previously circulated) be approved. Resolved unanimously.

b) To consider matters of expenditure authorised under Chair's / Clerk's delegated powers.

Noted.

c) To receive report from RFO as to Council's present financial position as at present time.

Received and noted. RFO reported that the 2nd Precept tranche was due to be received in September.

d) Questions from members of Council on aforementioned reports and financial accounts.

None received.

e) To ratify virements made at the beginning of this Financial period as per RFO report.

Clerk outlined the virements made between the general reserves, and the Neighbourhood Plan Reserve, and between the general reserves and the two sinking funds - AED and Night Landing Site.

It was proposed by Chair, seconded by Vice-Chair, that the virements be so ratified. Resolved unan.

f) To consider Council's Internal Financial Control Policy (revised 2020):

This had been circulated to Council previously for their review and consideration.

Proposed by Cllr. Barrett, seconded by Vice-Chair. Resolved unanimously.

Clerk: Please note and publish accordingly.

g) To consider Council's Annual Risk Assessment Review (revised 2020):

This had been circulated to Council previously for their review and consideration.

Proposed by Cllr. Barrett, seconded by Vice-Chair. Resolved unanimously.

Clerk: Please note and publish accordingly.

h) To consider payment of Chair's allowance for the period 2020-21:

Chair proposed that the payment not be made. Resolved unanimously.

i) To consider payment of Members allowances for the period 2020-21:

Chair proposed that the payment not be made. Resolved unanimously.

J) To consider Council's Asset register as at 31st March 2020:

Cllr Hubbard proposed that the assets and values on the register be approved.

Seconded by Cllr. Lightfoot. Resolved unanimously.

k) To consider Council's Insurance arrangements for the next 12 months.

RFO confirmed that policy was in place as part of the previously approved 3-year fixed term agreement

Premiums had been paid earlier in the year and Certificates of Insurance had been received.

Noted.

l) To confirm Council's Bank Mandate signatories for the coming financial year:

RFO confirmed that Cllrs. Forbes, Speed, Hubbard and Barrett were named as bank signatories.

It was proposed from the Chair that those signatories remain unaltered if they were happy to continue.

All agreed to continue and thus their approval was resolved by unanimous vote of those present.

m) To confirm Council's subscription to the following organisations and whether to renew:

i) DALC/NALC. Clerk confirmed that subscription had already been paid within payments above.

ii) Blackdown Hills Parish Network. Clerk reminded Council that they had informally agreed to share the cost of annual membership with Chardstock Parish Council to minimise costs to both Councils.

It was proposed from the Chair that both those subscription memberships continue for another year.

Resolved unanimously.

Clerk: please note and action accordingly.

n) To review the Internal Auditors Report in respect of the 2019/20 Annual Governance & Accountability Return (AGAR) for that financial period:

RFO reported that he had met with the Internal Auditor, Steve Warwick, on three occasions and had

provided all of the financial and internal control information sought. Mr. Warwick had subsequently

issued his report of unqualified assurance for the Parish Council and was happy to sign off the Internal

Audit report on that basis. This had been circulated to members of Council before the meeting to review.

A supplementary report was also provided by the Internal Auditor. Reviewed and noted.

o) To consider and, if thought fit, approve and sign the Annual Governance Statement (Section ONE) of the 2019/20 AGAR (version 2, with claimed exemption):

Section ONE document had been circulated to members beforehand for review and consideration. RFO guided members through the nine statutory statements on Section ONE and Council members answered YES to questions 1) to 8) inclusive, and "Not Applicable" to question 9).

It was therefore proposed by Chair, seconded by Cllr. Barrett, that the statement was approved by and that Chair should be asked to sign on Council's behalf, in the presence of the Clerk. The document was then to be published in accordance with the relevant legislative requirements for AGAR2.

Resolved unanimously.

Clerk: please note and liaise with Chair to obtain "wet" signature and publish thereafter as directed.

p) To consider and, if thought fit, approve and sign the Annual Accounting Statement (Section TWO) of the 2019/20 AGAR (version 2, with claimed exemption):

Section TWO document had been circulated to members beforehand for review and consideration. RFO guided members through the year-on-year figures on Section TWO and Council members noted the figures presented and the variance to financial year 2018/19.

It was therefore proposed by Chair, seconded by Cllr. Barrett, that the statement was approved by and that Chair should be asked to sign on Council's behalf, in the presence of the RFO. The document was then to be published in accordance with the relevant legislative requirements for AGAR2.

Resolved unanimously.

Clerk: please note and liaise with Chair to obtain "wet" signature and publish thereafter as directed.

q) To consider the proposal that All Saints Parish Council seeks exemption from the External Auditing of its 2019-20 accounts as per the regulations for AGAR, version 2 (exemption):

Clerk explained why exemption was justified & permitted for this financial year under extant legislation. The Exemption form had been circulated to members beforehand for review and consideration.

It was therefore proposed by Chair, seconded by Cllr. Barrett, that the statement was approved by and that Chair should be asked to sign on Council's behalf, in the presence of the RFO. The document was then to be published in accordance with the relevant legislative requirements for AGAR2.

Resolved unanimously.

Clerk: please note and liaise with Chair to obtain "wet" signature and publish thereafter as directed.

The signed exemption form is to be sent to the External Auditor as per prescribed deadline notified.

r) To note the arrangements for the publication of the Notice of the Period for the Exercise of Public Rights in respect of Council's Financial Accounts 2019-20; the dates for Public Rights to be:

Tuesday 1st September 2020 until Monday 12th October 2020 (inclusive).

RFO explained the necessity for this publication to take place within the dates shown.

Considered and noted.

Clerk: Please note and publish in accordance with the requirements detailed for the Rights Period.

20/037

Business to be conducted:

a) To consider matters pertaining to Coronavirus in the parish:

Chair proposed no further comment as the situation appeared under control presently.

Clerk: Please note. No further action required at this time.

b) To consider matters pertaining to parish maintenance, Pavilion and recreation ground:

i) It was proposed by Cllr. Lightfoot, seconded by Chair, that the All Saints Music Group be permitted to use the Pavilion building (once safely re-opened) for SIX sessions free-of-charge as part of a wider booking of sessions for the "Social Club" and Archery Group. Resolved unanimously.

Clerk reminded Council that, under current hire legislation and good practice, Pavilion users would need to complete and sign a hire agreement at each use and to indemnify the Council against claims relating to Covid-19 in respect of the requirement for the user to take responsibility for cleaning, both before and after the hire period. Noted.

ii) It was proposed by Chair, seconded by Cllr. Hubbard, that the Pavilion building remain closed for the time being until cleaning arrangements could be put in place to safeguard all users, members of Council and employees against the infection risks posed by Covid-19. Resolved unanimously.

This decision to remain in force until rescinded by a later meeting of the Parish Council.

iii) It was proposed by the Chair, seconded by Cllr. Barrett, that the offer from a local resident to cut the playing field grass be taken up, with no boundary strip left on this occasion, other than the area to the NW of the field known as "conservation corner". Resolved unanimously.

Chair: Please liaise with resident in question to make the appropriate arrangements.

Cllr. Lightfoot raised the issue of the goalposts on-site (belonging to Axminster FC) and suggested that they be removed as a matter of urgency. Agreed unanimously. *Clerk: Please note and action accordingly.*

It was also agreed that the subject of "Field Amenities" be placed on the next ORD agenda.

Clerk: Please note and action accordingly.

c) To consider Council's Correspondence register:

As at the date of this meeting, there was one item outstanding: Socks Hill highway repairs via DCC/IH

Clerk: please note and maintain register for future meeting review.

d) To consider timing and scope of parish verge & hedge cutting in 2020:

After discussion, Clerk was asked to make contact with Chardstock PC to enquire as to whether they wished to join forces and share the services of a Parish Lengthsman (similar to that in Hawkchurch parish). No firm plans were put in place as to frequency, duration, timings etc but Clerk was asked to report back to the next ORD meeting following on from his discussions in the neighbouring parish.

Clerk: Please note and action accordingly.

e) To consider and, if thought fit, adopt the Council's updated Code of Conduct Policy:

Adoption proposed by Cllr. Hubbard, seconded by Cllr. Lightfoot. Resolved unanimously.

f) To review Council's Delegation Policy in light of improving Covid-19 situation:

It was proposed by Cllr Lightfoot, seconded by Chair, that Council defer a decision on rescinding the previous decision affording delegated powers to the Clerk. Deferral of 3 months agreed unanimously.

Clerk: Please note and action accordingly. Bring back to Council for re-consideration in November.

20/038 To consider Council's Action Plan 2020/21:

Revisions were suggested and approved by Council. Revised version to be re-circulated to Councillors.

Clerk: Please note and action accordingly.

20/039 Highways / CRWS / Footpath Matters:

i) Highway Matters:

Clerk reported that Cllr. Hall had confirmed that repairs to Socks Hill were delayed until Autumn 2020.

Cllr. Lightfoot expressed his disappointment and frustration at this continued delay and also highlighted the poor standard of repairs to potholes in Knights Lane recently where deterioration was already evident, and where one pothole had been ignored when immediately adjacent to another.

Clerk: please note and monitor Socks Hill repair status and keep Council up-to-date in this respect.

ii) P3 / Footpath matters

Chair thanked the Hon. Footpath Warden for all of his hard and diligent work on behalf of the Parish.

It was suggested that Clerk write formally to Mr. Pedder to convey these thanks.

Clerk: please note and action accordingly.

20/040 Correspondence received:

None that had not already been circulated to members of Council.

20/041 Chair to propose suspension of standing orders to permit public representations at this point of the meeting.

No members of the public in attendance so this agenda item was not considered.

20/042 Chair to propose resumption of standing orders to preclude public representations thereafter at this meeting.

No members of the public in attendance so this agenda item was not considered.

20/043 Date and time of next Ordinary meeting:

In light of the ongoing Covid-19 situation, no date was set for the next meeting of the Parish Council. If a meeting becomes necessary, details will be published on website and on parish noticeboards.

20/044 It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

Proposed Chair, seconded Vice-Chair. Resolved unanimously.

20/045 Matters to be considered in confidential discussion:

i) To consider employment matters

Discussed and recommendations made. No further action required at this time.

Clerk to liaise with Chair to make arrangements for Staff Performance Review.

With no further business to discuss, Chair closed the meeting at 9.00pm

Signed: _____ (Chair)

Date: _____

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