

THORVERTON PARISH COUNCIL

All members of Thorverton Parish Council are hereby summoned to attend the Annual Council Meeting of Thorverton Parish Council on **Tuesday May 4th 2021, commencing at 7.00pm, by way of the on-line facility 'Zoom' (Coronavirus Act 2020)**. The purpose of the meeting is to consider and resolve upon the business to be transacted as set out below. Members of the public are welcome to join the meeting by way of the following link / details - <https://us02web.zoom.us/j/89126214499?pwd=MTkyS3JyM1JNQm84YlI4VjRGT3RKUT09>
Meeting ID: 891 2621 4499 Meeting Passcode: 685918

Alison Marshall

Alison Marshall Alison Marshall, Clerk. thorvertonpc@gmail.com 01392 861228 (26/04/2021)

AGENDA

1. **Election of a Chairman** (and the signing of the Declaration of Acceptance of Office).
2. **Election of a Vice Chairman** (and the signing of the Declaration of Acceptance of Office).
3. **Public Open Session** (15 minutes).
4. **External Reports:** To receive reports from **i) C/Cllr Squires ii) D/Cllr Deed iii) Police statistics.**
5. **Declarations of interest:** To receive any declarations of interest relating to items on this agenda.
6. **Apologies:** To consider any apologies for absence.
7. **Confirmation of Minutes:** To approve the draft Minutes of April 13th 2021.
8. **Outstanding Resolutions:** To receive any updates - see appendix A. No decision making during this item.
9. **Existing and new Clerk roles:** To accept the resignation of the existing Clerk and to agree the documents for the advertising of a new Clerk.
10. **i) Confirmation of Working Groups and members:** To review the current responsibilities.
ii) Confirmation of Councillors as representatives: To review the current responsibilities.
11. **Highways:** To receive any updates and to consider the following matters further -
i) '20 is Plenty' project.
iii) School Lane junction safety.
v) Raddon directional sign.
12. **Planning Matters:** To consider notifications received to the date of the meeting including –
i) 21/00311/LBC – granted. Erection of a new porch at Raddon Gardens Cottage, Thorverton.
ii) 21/00752/FULL erection of roof to provide covered yard at Yellowford Farm, Thorverton.
13. **Existing Policies, Standing Orders and Financial Regulations:** To agree to the continuance of existing policies in line with the resolution made in July 2019.
14. **Risk Management Policy:** To approve the updated document.
15. **Handyman:** To agree the salary request and to consider the monthly report and duty list.
16. **Recreation Ground:** To receive a general update.
17. **Finances:**
i) Bank balance – to note the bank balance as at 1st May 2021.
ii) Banked receipts – to note receipts for April.
iii) Internal Audit - to receive the Internal Auditor's Report and to agree to pay the resulting invoice.
iv) Annual Governance & Accountability Return Section 1 - to approve and sign the document.
v) Annual Governance & Accountability Return Section 2 - to approve and sign the document.
vi) Payments – to resolve to make the following on-line payments:

A Marshall - salary	£529.86 gross, less tax due	£tba net
N Matthews – salary	£tba gross, less tax due	£tba net
A Marshall - expenses	£13.74 defibrillator sign	£13.74 (incl VAT)
c/o HL Architecture Ltd	New Cemetery environmental survey	£540.00 (incl VAT)
G Sims	Reimbursement for repairs to seats at the Rec.	£5.99 (VAT n/a)
Came and Company	Annual general insurance renewal (3 rd of 3 years)	£523.89 (VAT n/a)
MDDC	Garage rental – monthly direct debit	£55.72 (incl VAT)

18. **Existing Projects:** To receive any updates and to consider the next steps –
i) New Cemetery.

- ii) **Silver Street Footpath.**
- iii) **Wild flower/bulb planting/Thorverton in Bloom competition.**
- 19. **Correspondence:** To consider correspondence received to the date of the meeting.
- 20. **Councillor Exit Survey:** To consider adoption of the draft document.
- 21. **Resignation of Cllr Sam Fice and co-options:** To receive i) the resignation of Cllr Fice and ii) an update on the co-option process for the existing and new vacancies.
- 22. **Representative reports:** To receive any reports. No decision making during this item.
WhatsApp: To consider a Council WhatsApp messaging account.
- 23. **Meetings:**
 - i) **Annual Parish Meeting on 28th April 2021:** To receive feedback on the meeting.
 - ii) **June monthly meeting:** To consider the date of the meeting taking into account the latest Government legislation with regards to Covid 19 restrictions.
- 24. **Business at the Chairman's discretion:** No decision making during this item.

Appendix A: Thorverton Parish Council – Outstanding Resolutions as at 1st May 2021:

- a) Mobile phone reception – planning application granted, awaiting results.
- b) Legal Services – enquiries ongoing and matter to be brought to Council for consideration shortly.
- c) Electric car charging point – awaiting instruction/agenda entry information from Cllrs Hodge and McKee.
- d) New storage container – awaiting draft planning application and 3 quotes from Cllr Hodge.
- e) Definitive Map Review – awaiting instruction/agenda entry information from Cllr Foster.
- f) Purchase of the allotment field – awaiting feedback from the Church Commissioners.
- g) SWW compensation – awaiting feedback from SWW regarding relocation of the equipment.
- h) Court Barton Deed of Variation completion – awaiting feedback from D/Cllr Deed and MDDC.
- i) Satisfaction Survey results 2020 – review of current processes pending in order to improve 2021 results.
- j) Review of dog and litter bins – Cllr McKee to report at the June 2021 meeting.

A large print copy of this document can be found on the website at www.thorvertonparishcouncil.org.uk or can be obtained from the Clerk at thorvertonpc@gmail.com