

THORVERTON PARISH COUNCIL

All members of Thorverton Parish Council are hereby summoned to attend the next meeting of the Parish Council on **Tuesday May 12th 2020, commencing at 7.30pm, 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 - any questions for the Parish Council, regarding items on this agenda only, should be lodged with the Clerk by 5pm on Monday 11th May 2020.

Zoom meeting ID: 794 3419 9889. Password: 5nzMj5. Telephone number 0330 088 5830.

Alison Marshall Alison Marshall, Clerk. thorvertonpc@gmail.com 01392 861228 (06/05/2020)

AGENDA

1. **Public Open Session:** To respond to any questions submitted to the Clerk.
2. **External Reports:** To receive reports from i) C/Cllr Squires ii) D/Cllr Deed iii) the Police.
3. **Declarations of interest:** To receive any declarations of interest regarding items on this agenda.
4. **Apologies:** To consider any apologies for absence.
5. **Confirmation of Minutes:** To approve the draft Minutes of March 10th and March 20th 2020.

6. **Annual Council Meeting and Annual Parish Meeting 2020:**
 - i) To note that, due to the Covid 19 pandemic and new Government legislation, the requirement to hold both the above meetings in 2020 has been removed.
 - ii) To agree to the continuance of the post of Chairman (Cllr Lane) and Vice Chairman (Cllr Deed) until the Annual Council Meeting in May 2021, or unless resolved otherwise by the Council beforehand.
 - iii) To agree to the continuance of all internal working group membership, external representation and Councillor responsibilities until May 2021, or unless resolved otherwise by the Council beforehand.
 - iv) To agree to the continuance of the General Power of Competence.
 - v) To agree to the Chairman producing and publishing an annual report on behalf of the Parish Council.

7. **Resolutions made during March and April 2020 through authorised delegation to the Clerk:**

To note the following resolutions –

 - i) Raising of cheques for the April 2020 payments.
 - ii) Closure of the Recreation Ground play and gym equipment until further notice.
 - iii) Issuing of a letter of support to the Memorial Hall regarding Viridor grant funding.
 - iv) Authorisation of a Covid 19 Support Group funding application to Devon County Council.

8. **Covid 19 pandemic:** To consider any update from the local Covid 19 Support Group, the grant funding application to DCC and the pandemic in general (see attached paper).

9. **Allotments:** To consider any updates regarding -
 - i) Covid 19 and the use of allotments.
 - ii) Purchase of the allotment field – legal advice, funding, next steps.
 - iii) Laying of water pipes – Deed of Variation legal advice, next steps.

10. **South West Water compensation claim:** To consider the update from South West Water.

11. **Recreation Ground:** To receive an update on the Rec, the old mower and the new mower.

12. **Handyman:** To consider the request for salary payment of £567.38 gross, expenses of £129.28, the monthly report and the duties list.

13. **Annual general insurance renewal:** To consider the annual renewal and payment request of £558.52.

14. Finance and End of Year to 31/03/2020:

- i) **Bank balance** – as at 01/05/2020 the balance stood at £75,072.08
- ii) **Banked receipts in March and April** – £7,869.50 Precept (50%), £40.53 Wayleave, £495.00 DCC Covid 19 Emergency Fund, bank interest tba.
- iii) **Bank reconciliation as at year end 31/03/2020** – to receive and sign the bank reconciliation.
- iv) **End of year Accounts to 31/03/2020** – to receive and sign off the annual accounts.
- v) **AGAR Part 1** – to complete and sign off part one of the Annual Audit Return document.
- vi) **AGAR Part 2** – to receive and sign off part two of the Annual Audit Return document.
- vii) **Internal Audit** – to note the internal auditors report.
- viii) **Asset Register** – to approve the updated document.
- ix) **Statement of Internal Control and Risk Schedule** – to approve the updated documents.
- x) **Clerks working from home allowance** – to agree the increase from £9 to £13.50 per month.
- xi) **Payments** – to resolve to make the following payments –

A Marshall - Clerk salary	Salary £426.38 gross, no tax due	£426.28 net
N Matthews - Handyman salary	Salary £567.38 gross, less tax due	£458.38 net
HMRC	Cheque to be written at quarter end.	£0
N Matthews – Handyman expenses	Mileage, weed killer, broom, sprayer	£129.28 (incl VAT)
Came and Company	Annual general insurance renewal	£558.52 (VAT n/a)
Jane Hole (NSC Parish Council)	Annual internal audit fee	£100.00 (VAT n/a)
Information Commissioners Office	ICO annual membership - direct debit	£35.00 (VAT n/a)
MDDC	Garage rental – direct debit	£55.68 (incl VAT)

15. Planning: to consider/note notifications received to the date of the meeting including -

- i) 20/00563/HOUSE erection of first floor extension to rear of 18 Silver Street, Thorverton.
- ii) 20/00553/FULL erection of an agricultural storage building with formation of access track land at rear of 9 Silver Street, Thorverton.
- iii) 20/00374/NMA Proposed non-material amendment for 19/01917/FULL to allow alterations to the timber weatherboarding, window positions and the addition of a brick plinth at land between 13 and 17 Silver Street, Thorverton. Granted - split decision.
- iv) 20/00244/PNCOU prior notification for the change of use of an agricultural building to 2 dwellings under Class Q at Lodge Farm, Brampford Speke. Approved.
- v) 20/00113/LBC listed building consent for erection of a single storey extension following removal of a conservatory at Wee Cottage, Bullen Street, Thorverton. Granted.
- vi) 20/00265/FULL erection of a conservatory at 33 Broadlands, Thorverton. Granted.

16. Correspondence: To consider a response to e-mails received regarding the School field.

17. Follow up review of Clerks working hours: To arrange this meeting in accordance with minute 19/145.i and to agree an overtime payment for 20 hours (£238.20 gross) worked between 1/1/20 and 30/4/20.

18. Business at the Chairman's discretion – no decision making to take place during this item.

19. Next meeting: To confirm the details of the next meeting.

If you require this document in large print please contact the Clerk on thorvertonpc@gmail.com or 'phone 01392 861228