

THORVERTON PARISH COUNCIL

All members of Thorverton Parish Council are hereby summoned to attend the next meeting of the Parish Council on **Tuesday June 9th 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 and any questions or comments to be put to the Parish Council should be lodged with the Clerk by 5pm on Monday 8th June 2020. Meeting ID: 824 8846 7388. Meeting password: Contact the Clerk.

Alison Marshall Alison Marshall, Clerk. thorvertonpc@gmail.com 01392 861228 (03/06/2020)

AGENDA

1. **Public Open Session:** To respond to any questions or comments submitted to the Clerk.
2. **External Reports:** To receive reports from i) C/Clrr Squires ii) D/Clrr 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 May 12th 2020.

6. **Covid 19 pandemic:** To consider any update and the adoption of the addendum to the Standing Orders.
7. **Allotments:**
 - i) Allotment 29 – to consider a refund of the £25 deposit and to note 2 plots are currently available.
 - ii) Laying of water pipes – to consider any legal advice received regarding the Deed of Variation.
 - iii) Possible purchase of the field – to consider any feedback from the Church Commissioners.
8. **South West Water compensation claim:** To consider any update from South West Water.
9. **Website Accessibility Regulations:**
 - i) To consider appointing Website provider Vision ICT to complete the initial review at £45 plus VAT.
 - ii) To consider having individual Councillor profiles and photographs on the Website.

10. **Recreation Ground:** To receive a general update and to consider a request to have a tree cut back.
11. **Jubilee Green:** To consider an offer from the Royal British Legion to keep the green tidy over summer.
12. **Handyman:** To agree the salary request of £452.63 gross and to consider the report and the duties list.
13. **Finance:**
 - i) **Bank balance** – as at 01/06/2020 the balance stood at £tba
 - ii) **Banked receipts in May** – tba
 - iii) **Sheep Dip** – to agree to the return of Section 106 funds to Devon County Council of £6,213.00
 - iv) **Payments** – to resolve to make the following payments –

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|------------------------------|---|---------------------|
| A Marshall - Clerk salary | Salary £426.38 gross, plus overtime 1/1/20 – 30/4/20, less tax due | £659.18 net |
| N Matthews - Handyman salary | Salary £452.63 gross, less tax due | £366.63 net |
| HMRC | Employee tax due for the quarter to June | £143.20 |
| A Marshall – Clerks expenses | Mileage (audit), ink, stamps | £20.51 (VAT n/a) |
| MDDC | S106 Sheep Dip Project returned funds | £6,213.00 (VAT n/a) |
| G Sims reimbursement | Dog signs for the Recreation Ground | £14.75 (incl VAT) |
| S Tempest-Brown | Refund of allotment deposit | £25.00 (VAT n/a) |
| EDF Energy | Christmas tree lights | £44.27 (incl VAT) |
| GX Accountancy | PAYE and payroll for quarter to June | £22.50 (incl VAT) |
| MDDC | Garage rental – direct debit | £55.68 (incl VAT) |

14. **Internal Auditor:** To consider re-appointing Jane Hole for the 2021 internal audit.
15. **Facebook:** To consider the use of Facebook, including surveys and public comments.
16. **Village Tidy-Up Day – June 27th:** To consider the arrangements for the event and the duty list.

17. **Business Cases:** To consider the use of a business case template.
18. **Representative reports for April and May:** To consider any reports received.
19. **Correspondence:** To consider any correspondence received to the date of the meeting including –
 - i) MDDC Design Guide – Supplementary Planning Document, public consultation.
20. **Planning:** to consider/note notifications received to the date of the meeting including -
 - i) **20/00553/FULL revised drawings and additional information** - erection of an agricultural storage building with formation of access track at 9 Silver Street, Thorverton.
 - ii) **20/00310/HOUSE additional information** – removal of lean to roof to courtyard outbuildings, erection of a single storey rear extension, alterations to fenestration. Bridge House, Thorverton.
 - iii) **20/00465/FULL revised drawings** – erection of two storey extension, alterations to existing dwelling following demolition of existing garage, creation of new access, erection of garage including store, sheep shelter and attic space. Landscaping. Higher Mill, Thorverton.
21. **PART 2 (private session):** To resolve that, due to the sensitive nature of the business to be discussed, the following items be dealt with as Part 2 business and, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public be asked to leave the meeting:
 - a. **Follow up review of the Clerk's working hours:** To consider feedback from the working group.
 - b. **Handyman's Employment:** To agree to the Handyman's employment being made permanent.
22. **Business at the Chairman's discretion** – no decision making to take place during this item.
23. **Next meeting:** To confirm the details of the next meeting 14th July 2020, 7.30pm, venue tba.

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