**DRAFT**

**MINUTES OF MARLDON PARISH COUNCIL**

**VIRTUAL MEETING**

**MONDAY 10th AUGUST 2020 @7.30pm**

The Chairman read out the procedure for Marldon Parish Council’s Virtual Meetings.

**PRESENT:** Via video link: Cllr. Page, Cllr. Webber (lost internet contact during Item 8), Cllr. Oliphant, Cllr. Clarke, Cllr. Ward, Cllr. Thorp.

The Parish Clerk/RFO – Susie Watt

PRESENT: Via landline phone : Cllr. Pennington.

Five members of the public attended via video link.

**1.8.20**  **APOLOGIES:** Cllr. Palk

**2.8.20** **DECLARATIONS OF INTEREST:** None

**3.8.20** The Minutes of the Meeting held on 13th July 2020 were agreed and signed by the Chairman.

**4.8.20** The Chairman gave a brief overview of progress so far with the Play Park regeneration and asked the Clerk to continue. The Clerk explained and directed the Cllrs. to the Fundraising Schedule circulated to the Cllrs. prior to the meeting. The support so far was great, with many emails supporting Plan 3 and praising the Parish Council for what they are trying to achieve. There had also been positive reports on social media within the village.

The Clerk also reported that one of the Contractors was happy to start works knowing that Parish Council did not have the full cost to hand and were prepared to work in stages, with the obvious Groundwork and surface work being carried out first. This work could start as early as late September.

The Clerk explained the current situation with the s106 funds created by the Complaint raised by some residents regarding the Council’s application to use some of those funds. She also reiterated that s106 funds alone, for any project, would require match funding in some form or another as the Parish Council had no reserves to contribute. She also stated that the Parish Council needed to be more proactive in raising funds itself.

Apart from the Grant Funding Applications along with s106 funds and assistance from the Community in raising funds, the Parish Council would need to undertake a loan from the Public Works Loan Scheme – having looked at the available s106 funds once the £41,000 for the cliff face was released, it did not leave a massive amount for other projects within the Parish. The Clerk also informed the Parish Council that Sport England does not support applications for Play Parks, so that option would remain for the Parishes other green spaces once the Public Consultation had taken place. Sport England operates a rolling programme of applications i.e. no deadline.

The Clerk formally asked the Chairman to call for a motion to now apply for a Public Works Loan to the value of £80,000 over 25yrs – this would require two six monthly payments of approx. £2,600 per annum for 25yrs. This amount included the fixed rate of interest. The repayment would be made by an increase in the Precept, for Band D Council tax. The increase amounted to approximately £5.54 per household per year or 0.46p per month. It was suggested that more should be applied for thereby leaving more of the s106 funds in place for the 12-18 yr olds. It was explained that the s106 money was not for a specific age group, it was for the whole community and likewise, those groups within the Parish who provided Sport, Leisure or recreational facilities or services, such as the Bowling Club and the Village Hall were legally entitled to apply for those funds. There being no seconder for the proposal of a larger amount the proposal was dismissed.

The Chairman called for a proposer for the application of a Public Works loan to the value of £80,000 over a 25 year repayment period. Cllr. Thorp proposed support for this action and was seconded by Cllr. Oliphant. A show of hands highlighted majority approval by Marldon Parish Council with 1 Cllr. against. (the Cllr. against stating that the Play Park should remain closed for the foreseeable future) It was thereby **RESOLVED** that the Clerk/RFO commences with the application for a loan of £80,000 via the Public Works Loan scheme. It was explained that this is actioned via the Devon Association of Local Councils (DALC) who scrutinised the application and if approved, forwarded it to the Secretary of State for final approval. The whole process takes approximately two weeks. However, there is some prelimary work which needs to be carried out before submission. The Clerk also explained that there was no guarantee of approval.

**5.8.20 MARLDON CRICKET CLUB**: The Chairman outlined the background to this item and that he and the Clerk had met the Secretary of the Cricket Club and tried to establish a way forward. The Chairman asked the Clerk to explain further. The Clerk stated that Marldon Parish Council was not receiving any hire fee for Jubilee Meadow from the Cricket Club even though an amount had been, historically, placed in the budget for a number of years. No invoice had been raised and no payment received. Furthermore, a quote obtained by the Parish’s current grass cutter was over 50% cheaper for a 12 month contract! Therefore, the following items were put forward for discussion and approval.

1.  Cricket Club to cease any works on the hedges and trees. If there is any work required the Cricket Club will inform the Clerk. AGREED

2. It is proposed that the Parish Council purchase certain items of machinery to maintain the grass at Jubilee Meadow. DISMISSED PRIOR AS NOT REQUIRED.

3. The Cricket club to have use of said equipment and maintain the grass during the cricket season. IRRELEVENT

4. The Parish Council will maintain the grass during the winter months. **AGREED**

5. The Parish Council will not charge a hire fee to the Cricket Club. **APPROVED:** Proposed by Cllr. Ward and Seconded by Cllr. Thorp. Unanimous agreement.

6. The Parish will donate an amount to the Cricket Club, if permitted, from the next budget. **APPROVED.** To award the sum of £250 to the Cricket Club out of this year’s budget and encourage the Cricket Club to apply next year via the new Grants & Donation Policy Application. Proposed by Cllr. Thorp and seconded by Cllr. Ward. Unanimous agreement. *Cllr. Thorp also stated that the Cricket Club was essential for the younger generation and teenagers to become involved and would provide a form of sport for any age group but especially the youngsters.*

7. The Cricket Club will provide the Clerk with a fixtures list and any re-arranged home fixtures or cup matches, together with practice days. The Clerk stated this had already been received. Thank you.

8. The Parish Council will look to the provision of a wooden structure Pavilion to house the cricket clubs kit, machinery, the Council’s electrics and a room for changing. It is understood there will be no washing or toilet facilities. Approval will have to be sought from the NT by the Parish Council. **APPROVED:** Proposed by Cllr. Thorp and seconded by Cllr. Pennington. There was one abstention and 1 against. Approval by majority vote (5). The Clerk to forward action by obtaining required permissions from the NT and also SHDC for any certification required. Costs to be investigated and some s106 funds to be applied for.

**6.8.20 LENGTHSMAN:** The new lengthsman has been working alongside our current lengthsman and will assume full duties on 1st September 2020. The Clerk is working on a Service Level Agreement. It was stated that any training given to the new Lengsthman would be Chapter 8 which was provided free of charge by Devon County Council. It was also noted that the new Lengthsman had his own Public and personal Liability insurance and was in fact, £5 cheaper per hour than our current Lengthsman and contrary to a Cllr. stating that he would cost the Parish Council more money, he will actually save us money.

* + 1. **POLICIES & PROCEDURES:** Cllrs. had received these documents for perusal. This is the formal adoption of the Freedom of Information Policy, The Safeguarding Policy and the Grants & Donations Policy. Adoption was proposed by Cllr. Pennington and seconded by Cllr. Oliphant. One Cllr. abstained from the vote due to not being able to access the Polices to read prior to the meeting. APPROVAL by majority vote. The policies listed were duly Adopted by Marldon Parish Council and will appear on the website in due course.
    2. **VILLAGE HANDYMAN:** The Chairman read out the proposal to discuss the option of enlisting the services of a Village Ranger to assist with the maintenance of the Parish Council’s assets and various other duties throughout the Parish. There was a long discussion about the need for this and why the Council should have to pay for such a service when it had Councillors there to do the job. The Job Specification was read and it became clear that the role involved much more than a walk through the Parish, especially once new equipment and investment had been made to areas within the Parish. It was therefore, proposed by Cllr. Thorp and seconded by Cllr. Ward that this be forwarded after investigating ways in which this role would work. **APPROVAL** by majority vote with 2 Cllrs. voting against.

**9.8.20 DONATIONS:** This had been discussed during the Policy & Procedures item and explained how it will work. However, the Chairman called for Cllrs. to maybe make a personal donation to help a child in the Village with a life limiting illness via their Just Giving Page : <https://www.gofundme.com/f/therapy-dog-for-george> as the Parish Council is not lawfully permitted to donate to an individual regardless of the cause.

The Clerk also informed the Parish Council that she had given the family details of the Marldon Land Charity who had been in touch with the family, but had not received any communication as to the outcome. Cllr. Clarke stated that there is another Charity in Village who may be able to help and the Clerk will investigate.

**10.8.20 JUBILEE MEADOW** The Hire document is almost completed, however, there needed to be a decision made with regards to costs to local groups i.e. Marldon Parish organisations and hirers. It was agreed that these hirers should pay a nominal fee depending on the size of the event. Small organisations for small events will pay £25.00 and larger organisations and events will pay £50.00 to cover the costs of electric, water and general upkeep. Organisations outside of the Parish will pay the full hire costs decided in 2019. This action was proposed by Cllr. Clarke and seconded by Cllr. Ward. **APPROVAL** was unanimous.

There was also full approval for the Apple Pie Fair to use Jubilee Meadow for their Village quest on 12th September 2020 after the Clerk had received confirmation that they were not using the Village Hall, there would no traffic problems as it was only Villagers entering, there would be controlled access adhering to social distancing in Jubilee Meadow. The Clerk to email the Government Guidelines to the organiser with an approval email.

**11.8.20 VILLAGE HALL EXTENSION** After a full and frank discussion regarding the access of s106 funds by the Village Hall and the fact that they are legally entitled to apply for some of those funds. It was proposed by Cllr. Thorp and seconded by Cllr. Oliphant to support the Village Hall in an s106 application up to the value of £30,000 only. **APPROVA**L by majority vote with one opposition.

**12.8.20 CLERK’S REPORT** Most of the Clerk’s report had been discussed under other items. The Annual Audit was successful and all areas approved. The Parish Council’s expenditure went over the threshold for an External Audit Exemption Certificate so the Clerk had had to instruct external auditors, PKF Littlejohn (appointed by the Government as External Auditors for Local Councils) to carry out a basic assessment . All documents have been submitted and the process takes around 3 months. The Clerk had to provide an explanation to the Internal and External Auditors as to why there was a variation in Expenditure. It was explained that this had been caused by an emergency situation regarding danger to life and property by a cliff fall owned by the Parish Council. It had to be further explained to the auditors as to why the Council had to use its reserves as opposed to claiming on its insurance etc. It was explained that there had been confusion as to the ownership of the cliff face and who was responsible for it safety and that the Village Hall had been misinformed and advised inappropriately, which left the Parish Council unable to apply for any funds retrospectively.

The Monthly Financial statement had already been circulated and the payments were approved by majority vote.

**FINANCIAL STATEMENT as at 31st July 2020 AND PAYMENTS as at 10th August 2020**

Note: Clerk’s salary is paid via standing order operational from 27th April 2020 in the sum of £608.80 which includes monthly salary of £586.80 + £12.00 Office Allowance + £10 Phone Allowance. Sundries including stationery/printing etc., are paid by cheque in the following month on the production of receipts.

**Bank Account Balances as at 31 July 2020:**

Bank of Ireland Main Account: £15,846.61

Bank of Ireland P3 Account: £1,096.32

Bank of Ireland Marldon Environment Group: £ 202.46

NS & I Reserve Account £12,176.52

Marldon Parish Council total balance as at 31st July 2020: **£29,321.91**

**EXPENDITURE: July/August 2020**

**MAIN**

08/07/20 Chq No. 933 Mrs S J Watt – Stationery/Torfield Signs/Printers £77.40

08/07/20 Chq No. 934 Opus Energy (Electric Jubilee Meadow) £29.08

08/07/20 Chq No. 935 The Cumbria Clock Company (Annual Maintenance) £186.00

08/07/20 Chq No. 936 Stephen Holley (Lengthsman) £420.00

08/07/20 Chq No. 937 SHDC Payroll Services £120.00

27/07/20 \*Clerk’s Salary – SO (Standing Order) £608.80

Chq No. 938 - VOID

10/08/20 Chq No. 939 Mrs S J Watt – Stationery/Payments to Zoom/HP Ink payments

(60% of shared costs with BPPC) Camera for Zoom meetings £100.97

10/08/20 Chq No. 940 South West Water Business: Jubilee £26.86/Allots£72.02 £98.88

10/08/20 Chq No. 941 Opus Energy Limited: Electric Jubilee Meadow £19.28

10/08/20 Chq No. 942 Plandscape 2 x cuts Torfield and Peters Field £251.38

**MEG ACCOUNT**

10/08/20 Chq. No. 000060 Robin Cox various essential items plus mileage £96.89

**13.8.20** County Report: Cllr. Hawkins did not attend, however, the Clerk had been in contact with him over the past couple of weeks. The good news was that he had spoken to a representative at Highways who have given authorisation for Interactive Signs to be placed either end of Westerland on the Totnes Road and a further sign by the school. The downside, is that Highways will not fund these signs. The Clerk along with Cllr. Hawkins is obtaining costings and the Clerk will look at other funding options.

District Report: District Cllr. Pennington stated that South Hams District Council had a shortfall because of the COVID 19 crisis of around £1.313 million from loss of revenue from car parks, leisure centres, hiring of buildings etc., however, the District Council is not in financial difficulty and survived. There will be a budgeting workshop which Cllr. Pennington will be attending on 20th August 2020.

**14.8.20** Date of Next Meeting: 14th September 2020

It was unanimously agreed that the next meeting would be on MONDAY 14th September 2020 via VIRTUAL ACCESS with the Emergency Plan still in place.

The Meeting Closed at 20:45hrs

Signed.................................................................................Date: 14.09.2020

The Chairman, Cllr. G Page