**DRAFT**

**MINUTES OF MARLDON PARISH COUNCIL**

**VIRTUAL MEETING**

**MONDAY 13th JULY 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 after 15mins), Cllr. Oliphant, Cllr. Clarke, Cllr. Ward, Cllr. Thorp. County Councillor Hawkins. The Parish Clerk/RFO – Susie Watt

 PRESENT: Via landline phone : Cllr. Palk & Cllr. Pennington.

Three members of the public attended via video link.

* + 1. APOLOGIES: None

**2.6.20** DECLARATIONS OF INTEREST: None

**3.6.20** The Minutes of the Meeting held on 10th February 2020 were agreed by and signed by the Chairman.

**4.6.20** The Chairman provided an overview of the last 3 months which had been challenging for everyone, however, the Council had maintained and carried out its obligations. The railings to protect the public from the cliff face at Torfield had been completed. The grass had finally been cut at both Torfield and Peters field. MEG has just re-started its maintenance of various paths and areas within the village. The Chairman read out the Policies and Procedures, which had been circulated to Cllrs. prior to meeting. All policies and Procedures were duly adopted unanimously by the Council. These were: The Emergency Plan, Grievance Procedure, GDPR Policy and the Disciplinary procedure. These will be published on the Parish Council website in due course. The Chairman initialled the documents. The adoption of the documents was proposed by Cllr. Ward and Seconded by Cllr. Oliphant. All in agreement.

**5.6.20** Clerk’s report and update: The clerk reported that the Marldon/Compton Coronavirus Care Hub has been a great success, the Council, working with the Village Hall Church had over 46 volunteers who provided help with dog walking, shopping, medicine collection, general helpline number and a buddy ear service. A postcard had been produced and sent by royal mail to every household in the Parish. The clerk reported that she had been able to obtain grant funding of £745 from DCC and SHDC to help with the costs.

PLAYPARK: Cllrs. had received an enlarged copy of the one of the draft plans received so far. These had been circulated to the pre-school and primary and various users in the Parish and had been met with a good response. The Clerk explained that the costs for the regeneration of the Play Park were high and that she was actively seeking funds to enable the regeneration to commence. The Clerk explained that although there were s106 funds available, there would still be the need to obtain grant funding and also funding from the Public Works Loan Scheme – this is applied for via DALC (Devon Association of Local Councils). The Clerk also explained that there were substantial pots of grant funding available especially via Sport England, and suggested that a bid be placed to include potential funds for Torfield and Broomhill Meadow as well as the Play park as by the time the Public Consultation took place, the deadline for these funds would have passed. The Clerk suggested that the bid went ahead and any monies raised for Torfield and Broomhill Meadow should be placed in the Reserve Account (i.e. ring fenced) until such time as the Public Consultation had taken place and plans had been agreed for Torfield and Broomhill Meadow. Proposed by Cllr. Clarke and seconded by Cllr. Ward it was agreed that the Clerk carry on as previously instructed.

Cllr. Pennington at this juncture interjected and stated that all the papers provided in the folder to all Cllrs. should be discussed at a future meeting. It was unclear as to why. The Chairman requested clarification as items discussed by the Clerk had already been agreed by Full Council prior to the COVID-19 crisis but obviously been put on hold because of it. Cllr. Pennington also stated that the financial payments (retrospective) should also be discussed at a later date. It was explained again that most of the payments were financial obligations to which the Council must fulfil and other payments had also been discussed prior to the crisis. Cllr. Pennington stated that annual accounts needed to be discussed at a later meeting. The Chairman stated that Cllrs. had the documents 4 days prior to the meeting, the year end accounts were a concise record of what had already been approved and paid by the Council for the last twelve months. It was agreed that the Clerk carry on as previously instructed.

The Clerk also explained that although Legislation had been amended for the Year End deadline and internal audit for submission to 30th September 2020 (normally 30th June) the External Audit (for councils with income under £25,000) Exemption Statement had to be completed by 30th July. This could not happen without the full Year End accounts being ratified by Full Council and the Annual Governance Statement agreed and signed by the Clerk/RFO and Chairman. The audit was starting on Tuesday and therefore, there could be no delay and there was no requirement for a delay. The Chairman also repeated that this meeting had been called primarily to ratify the accounts.

The Monthly Financial statement had been circulated to Cllrs. prior to the meeting, these were restrospective payments paid under the Emergency Plan over the last three months to ensure the Council carried out its financial liabilities:

 **FINANCIAL STATEMENT AND PAYMENTS MARCH 2010 TO JUNE 2020 – retrospective ratification on 13th July 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 30 June 2020:**

Bank of Ireland Main Account: £19,061.52

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 30 June 2020: **£32,536.82**

**INCOME:**  BOI Main Account:

March 2020 – June 2020

March – Allotments £175.00

April - Grant – Locality Grant £500.00

Grant – COVID-19 Hub DCC £495.00

Grant - Precept £9,944.00

Grand – COVID-19 SHDC £250.00

**TOTAL £11,364.00**

**INCOME:** P3 Account:

May – P3 DCC **£1000.00**

**INCOME:** MEG

April – Westerland Residents Association **£200.00**

**EXPENDITURE: March to June 2020**

27/02/20 Chq. No. 913 Clerk’s Salary/Allowance/Stationery (Feb) £628.14

17/03/20 Chq. No. 914 Opus Energy Jubilee Electric £38.25

10/03/20 Chq.No 916 Devon Tree Services £336.00

17/03/20 Chq. No. 917 Samuels Solicitors £1200.00

17/03/20 Chq. No. 918 Lengthsman £30.00

20/03/20 Chq.No. 919 Torbay Stone Walling £762.00

20/03/20 Chq. No. 920 SHDC – Election Charges May Elections £87.12

26/03/20 Chq. No. 921 Wotton Printers – Postcard for COVID-19 Hub £162.00

26/03/20 Chq.No. 915 Clerk’s Salary/Allowance/Station (March) £613.20

24/03/20 Chq.No. 922 S J Watt – Stamps for postcards for COVID-19 hub £617.50

15/04/30 Chq. No. 923 S J Watt – Torfield Letter/Printing and stamps £93.99

15/04/202 Chq. No. 924 Marldon Cricket Club – Grass Cutting (Oct to April) £550.00

27/04/20 Clerk’s Salary – SO (Standing Order) £608.80

15/05/20 Chq. No. 925 JB Design & Build: Purchase and erection of railings

To protect public from cliff fall risk. £6,500.00

27/05/20 Clerk’s Salary – SO (Standing Order) £608.80

10/06/20 Chq.No. 926 Opus Energy Jubilee Electric £19.28

10/06/20 Chq.No.927 SW Water – Allots + Jubilee £133.92

10/06/20 Chq.No. 928 DALC – Annual Membership Fee £514.63

10/06/20 Chq.No. 929 Plandscape – First Cuts to Torfield/Peters Field £215.38

10/06/20 Chq.No. 930 Visionict – Website Annual Fee + Compliance statements £204.00

10/06/20 Chq.No. 931 SLCC – Annual Membership Fee £161.00

10/06/20 Chq.No.932 Community First Trading – Annual Insurance renewal £394.33

27/06/20 Clerk’s Salary – SO (Standing Order) £608.80

**The Clerk then requested any comments regarding the Year End Accounts. The Chairman called for a proposal to approve the Annual Accounts and the Governance Statement. It was proposed to approve both together with the Monthly Financial statement by Cllr. Palk and seconded by Cllr. Thorp. All were in agreement. However, Cllr. Pennington abstained from the vote.**

The Clerk provided an up to date on the current situation regarding the s106 funds for the cliff repair. There had now been agreement between all parties including the Developer and the Owner of land at Moorview. However, the Parish Council had been asked to pay legal fees, this was incurred due to the complaint made by a member of the public against the actions of the Clerk and the Parish Council. South Hams District Council had carried out an investigation and found that neither the Clerk or the Parish Council were at fault and no further action was taken and the Parish Council was clear to progress the funds for the repair. SHDC had to produce a Deed of Variation and this is where the costs have come in, the legal department at SHDC are paying their own fees but requested the Parish Council pay the fees for the parties involved in the DOV. The original fee request was £1500 + VAT, however, the Clerk had managed to negotiate this down to £500 + VAT. Unfortunately, the Solicitors involved had to spend further time on the DOV and had increased the cost to £1000 + VAT which the Parish Council must pay to forward and finanalise the current impasse, which was also holding up applying for any remaining s106 funds within the village. The cost has now been set and a time line for completion confirmed.

The Clerk reported that she had finally managed to obtain up to date statements from the NS & I bank. The bank reported that the statements had been going to one of the previous Clerks’ address, David eels. The Clerk had written to Mr Eeles some months ago to request that the statements were forwarded to the Parish Council’s correspondence address, however, there had been no response. Furthermore, the bank apologised that it had no carried out the change of address and added the additional signatories as had been requested on numerous occasions and most recently in January when the request for the transfer of funds to the Parish Council’s main account had been requested and auctioned by the bank (this was for the repayment to the Village Hall of £9,164). The bank by way of apology has sent a cheque for £50 which will be paid into the Parish Council’s main Bank of Ireland account.

The Clerk reported that the Lengsthman had basically given notice and would be finishing on the 1st September 2020. A new Lengsthman has been found and willing to take on the Marldon responsibilities. The post did not have to be advertised as the remuneration was under the threshold. The new Lengsthman will work with the current Lengthsman for some hours during August to obtain knowledge of the areas in which he will be required to work. It was unanimously agreed to proceed. The Clerk to work alongside the current Lenghthsman to obtain a written account of the areas he works in and the current hours, to enable a Service Level Agreement to be produced. The new Lengthsman does not have Chapter 8 but will attend a course as soon as they are up and running again. These courses are provided free by DCC.

The Clerk reported that there had been no public representations or questions received.

**6.6.20** County Report: Cllr. Hawkins reported that both DCC and SHDC had been carrying out virtual meetings throughout the crisis either via telephone, zoom or skype to which the public had access at all times. SHDC had received the Beacon Award for its services to the Community.

If anyone had any problems regarding Highways or DCC then they are welcome to contact Cllr. Hawkins direct on his mobile which he has with him constantly.

DCC were now working on a Devon wide Recovery Plan.

DCC currently had £27 million available and Cllr. Hawkins had spoken with Highways to see how much could be allocated to Marldon, apparently the response was in the negative. He will investigate further.

Cllr. Thorp requested Cllr. Hawkins look into the state of the yellow lines at West View, the Clerk stated that DCC had already investigated and reported that the lines did not need repainting. Cllr. Thorp stated that it was dangerous as cars were parking on the yellow lines and blocking the view of children on their way to and from school. Cllr. Hawkins requested the Clerk email him a reminder to contact Chris Rooke and see if the Enforcement Team could attend during school the morning and afternoon school runs.

The Clerk asked Cllr. Hawkins whether there was any funding available at County for the Playpark. Cllr. Hawkins said there was none, however, he had a bit of funding left form his 2020/21 budget of £625 of which he had given £250 to TRAYE for the youth of the Village.

Cllr. Hawkins suggested the Clerk speak with Rob Sekula at SHDC, the Clerk stated she was already in communication with Rob and awaiting an update.

**7.6.20** Date of Next Meeting: Cllr. Pennington stated that democracy called for the next meeting to be face to face. This was met with overall objections. Cllr. Pennington continued to read a study by a research journalist stating that face to face meetings could be held so long as risk assessments were carried out. The Clerk stated that Local Parish Council’s came under the instruction of their Governing body, the Secretary of State via NALC (Nation Association of Local Councils) and read the current legislation stating that Councils should still continue with Virtual Meetings. Cllr. Pennington stated that the Village could open after an inspection and risk assessment. The Clerk, along with others stated that the Village Hall could not open as the pre-school had exclusive use and no else should be using the building as the kiddies needed protecting from cross contamination. The Clerk also stated that the Council had a duty of care to its own Councillors some of whom had medical conditions which put them at high risk. Cllr. Hawkins also stated that both DCC and SHDC were not holding face to face meetings and would not do so until the New Year. Cllr. Pennington stated that it was not democratic. It was explained to him that virtual meetings allowed many more members of the public to listen and observe meetings than any face to face meeting would as the numbers would be restricted.

It was suggested that monthly Virtual meetings would commence with the Emergency Plan running alongside for at least three months. The Clerk stated that she had already paid for a 12 months Zoom upgrade which would allow a landline phone in option which the current basic service did not provide. We had done our best to accommodate everyone this evening with Clerk managing a mobile connection and a landline connection together with Zoom video and that hopefully by the next meeting it would be much easier. Cllr. Palk, Cllr. Thorp and Cllr. Hawkins stated they thought the meeting went extremely well for a ‘first’ full council meeting and that it was seen that everyone had be considered.

It was unanimously agreed that the next meeting would be on MONDAY 10th AUGUST 2020 via VIRTUAL ACCESS.

The Meeting Closed at 20:45hrs

Signed.................................................................................Date: 10.08.2020

The Chairman, Cllr. G Page