

**Minutes of East Worlington Parish Council Meeting held on Thursday, 25
February 2021 at 7.30pm by Telephone.**

Chaired by: Councillor I Old		Clerked by: Councillor A Rhodes
Present: Councillors S Good I Old Mrs A Rhodes P Risdon County / District Councillor J Yabsley 1__ Members of the public: Philip Brown		Agenda: - To appoint a Chairman for the meeting Representations from the public Apologies Declarations of Interest Approval of the Part 1 & Part 11 Minutes of the Parish Council meeting held on 21 January 2021 by Zoom Reports The late Councillors Derek Webber and Michael Wall Finance Items to discuss Planning & Planning Correspondence Items to note Chairman's Urgent Items Date of next meeting
		<u>Action:</u>
1.	1.1 To appoint a Chairman for the meeting if it has not been possible for Councillor Old to get his Chairman's Declaration of Acceptance of Office signed. Councillor __Good____ proposed Councillor __Old____ Seconded by Councillor __Risdon____ and agreed.	
2.	Representations from the public. Phil Brown was present	
3.	Apologies Councillor Mrs D Sturla.	
4.	Declarations of Interest. There were none	
5.	Approval of the Part I Minutes of the Parish Council Meeting held on 21 January 2021 held by Zoom. The Part II Confidential Minutes will be advised by the Chairman if members of the public are not present. These were not agreed as a correct record as they had not been circulated in time for councilors to read them. Deferred to the next meeting	

6.	Reports. 6.1 Parish Clerk Recruitment Sub Committee and approval of Terms of Reference. The former Clerk had prepared a job advertisement and job description which had been approved by the Chairman initially, then other Councillors. This had been forwarded to Councillor Mrs Rhodes in anticipation of sending to enquires. The former Clerk had prepared a poster of the vacancy for the notice board at the Parish Hall and arranged for this, together with the job advertisement to be displayed on the website and in the vacancies section of the Devon Association of Local Councils website See item 9.7.1 ON MARCH AGENDA 6.2 County and District Councillor J Yabsley. Councillor Yabsley verbally presented a report regarding budgets and other items covered by the district council. We are awaiting a written report. Questions were raised regarding highways. Councillor Yabsley recommended preparing a report for submission to the highways authority. Questions were asked about funding for green/environmental issues. There is funding available for climate change projects. 6.3 Defibrillator. Councillor Good to confirm that he has checked it and has sent the February 2021 Report to South West Ambulance Service Trust. NOT NEEDED EVERY MONTH 6.4 Road Update including Parish drainage – Councillors Miss Sturla and S Good. The road near Mouseberry cross is in very poor condition and urgent repairs are needed. Drainage is a problem at Rull Hill and between Thornham chapel and Drayford. Ice was a problem on Rull Hill. Councillors Good and Sturla will prepare a detailed report for the highways authority. All councilors and the public are encouraged to keep reporting potholes. HAS THIS REPORT BEEN SUBMITTED TO HIGHWAYS? 6.5 East Worlington Parish Hall including wi-fi & broadband. To note that the former Clerk never received a reply or an acknowledgement to the three emails she sent to Mr Matt Barrow at DCC regarding broadband for the area. Proposed by Councillor Good to allow the Parish Hall committee to proceed with wi-fi as agreed at January’s meeting. Seconded by Councillor Rhodes. All agreed. Add to next month’s agenda. WHY? THIS HAS BEEN AGREED 6.6 Transfer of land – Councillor Miss Smyth Councillor Smyth was not present at the meeting and no report was received. Councillor Old recommended the council respond to the letter from the solicitor dated 20/8/20. Councillor Good recommended we wait until the next meeting for Councillor Smyth to report back. It was put to a vote: Councillors Risdon and Rhodes agreed we should wait. Councillor Old disagreed. Deferred to next month’s meeting. ON THE AGENDA 6.7 Annual Parish Magazine Preparations – Councillor Miss Smyth	
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	Councillor Smyth was not present at the meeting and no report was received. Deferred to next month's meeting. ON THE AGENDA ALONG WITH ANNUAL PARISH MEETING 6.8 Clerk's Contract of Employment – Councillor Miss Smyth Councillor Smyth was not present at the meeting and no report was received. Deferred to next month's meeting. It was highlighted by Councillor Old that Councillors should submit reports regarding items on the agenda 10 days prior the meeting so that information is available to the council in their absence. 6.9 Clerk's Actions from the meeting held on 21 January 2021. • South Molton Community News letter. A volunteer will be sought via the Witheridge Magazine when the Clerk submits her final Parish Council piece.	
7.	The Late Councillors Derek Webber and Michael Wall. Councillor Risdon to advise on his conversations with the families and to further discuss a tribute. A plaque has been ordered for Michael Wall for the bench at the Parish hall. To discuss the tribute for Derek Webber at the next meeting AGENDA	
8.	Finance. 8.1 Balances. Lloyds Bank Treasurers Account as at These had been circulated to Councillors ahead of the meeting together with budgetary figures to the end of January 2021. Councillor Old will contact the former clerk to obtain a memory stick with all relevant information stored and most recent bank statements for the next meeting. THIS AND THE ACCOUNTS CASH BOOK ARE BEING POSTED TO PENNY 8.2 The following payments were approved and authorised: Proposed by Councillor ___Old_____ Seconded by Councillor _Risdon_ and unanimously agreed. Mrs S Squire Final salary and expenses Redacted under the DPA Details will be shown to Councillors HMRC PAYE £48.40 Devon Association of Local Councils Webinar training fee – Cllr Miss Smyth £36.00 Councillor Miss Smyth has experienced difficulty accessing the Webinars and arrangements have been made for her to attend those she has missed when the next set of Webinars are planned.	

	8.3 Lloyds Bank Variation Mandate. The former Clerk had obtained a paper copy and posted it to the Chairman. It was agreed to put this on the agenda for the next meeting to discuss online banking and to explore the Unity trust bank. All councilors to look for alternatives to Lloyds bank.	
9.	Items to discuss. 9.1 Website Accessibility Statement. To further discuss this item. Deferred to the next meeting. Councillors to look at gov.uk website regarding website accessibility. 9.2 Website. To further discuss alternative arrangements for a website. Discussed in the meeting with Phil Brown who currently manages the website for the council. Current website coming to an end in May. Options: use a different free website Pay someone to design one: cost likely to be several hundred pounds. Phil Brown to design one that he can make more compliant then present website. Councillor Rhodes proposed Phil Brown show the council what his website is like. Seconded I Old. All agreed. To decide on way forward at the next meeting. ON AGENDA 9.3 Councillors to advise on their conversations with each other regarding these documents. The former Clerk had not received details of any amendments from Councillors. ❖ Code of Conduct. This is unchanged when adopted in 2012 and is the same model adopted as North Devon Council. ❖ Complaints Procedure. Last reviewed 29/5/18 ❖ Freedom of Information Act Publication Scheme. Last reviewed 29/5/18 ❖ Grant Giving Policy. Last reviewed 29/5/18 ❖ Filming Protocol. This is unchanged when adopted in 2012 and is a statutory Policy. ❖ Safeguarding. Last reviewed 29/5/18 ❖ Wind Turbine Policy. Written due to the large number of wind turbine planning applications. ❖ Website Policy and Protocols. Last reviewed ❖ Transparency Code for Smaller Authorities. This cannot be changed and comprises statutory guidance for authorities with an income or expenditure of £25,000 or less. ❖ Good Councillor Guide. This cannot be changed and is a statutory publication to follow. Proposed by Councillor _Risdon_ to adopt en bloc Seconded by Councillor __Good__ and unanimously agreed To review again in 2 years time – 2023	

In addition, the former Clerk had prepared a Fixed Asset Policy for Councillors to consider adopting which has been circulated to Councillors.

To be put on the agenda for next meeting. **AGENDA – A SHORTER ONE**

9.4 Public footpaths and bridleways. The former Clerk had advised DCC Public Rights of Way that Councillor Mrs Rhodes was willing to be the Parish co-ordinator and requested that Councillor Mrs Rhodes was contacted.

Councillor Mrs Rhodes to advise if the Head of the Department and / or the DCC Warden has been in touch.

Councillor Rhodes reported that the DCC warden had not been in touch. She will chase up. To have footpaths as a regular item on the agenda. **WHY A REGULAR ITEM? – ONLY NEEDS TO BE ON THE AGENDA WHEN THERE IS A PROBLEM TO RESOLVE. ROS DAVIES IS THE DCC PROW ORGANISER HAVE YOU BEEN IN TOUCH WITH HER?**

9.5 Community Survey Outcomes. This item was deferred at the December and January meetings. To further discuss the details.

Deferred again.

Councillor Good reported a survey was sent to residents in Witheridge, seemingly from the council, but it was not legitimate and has now been withdrawn.

9.6 Scheme of Delegation. The former Clerk had prepared a document suitable for East Worlington Parish Council.

A Scheme of Delegation had been suggested by the Devon Association of Local Councils in an email that had been circulated to Councillors.

To follow this up, the National Association of Local Councils had provided a Legal Topic Note and this had also been forwarded to Councillors.

Councillors to debate the Scheme of Delegation in relation to legislation ending on 6 May 2021 for remote meetings to be held.

Deferred to the next meeting. **AS THE LEGISLATION IS ENDING DO YOU NEED TO DEBATE THIS NOW?**

9.7.1 Recruitment of Clerk etc. To consider and approve the appointment of a locum clerk and the associated costs.

We have not had any response to adverts for a Clerk, or interest from neighbouring Parish Clerks. Councillor Rhodes, Old and Risdon have contacted potential clerks. Councillor Risdon reported finding a possible locum and will set up a meeting for us to meet her.

Proposed by I Old and seconded by S Good that we proceed with a locum clerk and the associated costs. All agreed.

9.7.2 To consider and approve the arrangements and costs of recovering EWPC documents and property from its former Clerk and safe storage of same. Councillor Good will report on previous EWPC decisions about document storage and information he has obtained about courier costs.

Discussion occurred regarding collection of property from the former clerk. There is a cost for a courier. Proposed by Councillor Rhodes, seconded by Councillor

	Risdon that we collect items. All agreed. Councillor Risdon to contact the former clerk to arrange. HOPEFULLY DONE BY NOW	
10.	Planning and Planning Correspondence. At the time of preparing the draft Agenda, there were Planning Applications or Planning Correspondence to consider. There were none	
11.	Items to note. <u>Brought forward from the last meeting due to time limitation.</u> 11.1 North Devon Council Parish Forum. To note that the now former Clerk attended this event by Zoom and a written Report had been circulated to Councillors. 11.2 Training. ⇒ To note that the now former Clerk is booked onto a DALC webinar on 18/2/21 in respect of 'Internal Controls'. In addition, Councillor Miss Smyth is booked on to 2 further Webinars entitled 'Being a Good Councillor'. Councillor Rhodes is booked onto 4 webinars entitled 'being a good Councillor' 10.3 How to report potholes via the DCC website. To note that Mr S Baber has included these details. 10.4 Vacant seat on the Parish Council as a result of the passing away of former Councillor Derek Webber. North Devon Council has advised that a by-election has not been requested and that the Parish Council can co-opt. Councillors to decide on the wording for the poster and website, the deadline date for letters expressing an interest and to whom they are to be sent. A sample poster had been prepared by the former Clerk and circulated to Councillors. The poster was agreed and will be circulated by I Old.	
11.	Chairman's Urgent Items. Drainage for sewage and waste water from the Parish Hall into the treatment plant of East Worlington House. This was briefly discussed regarding drainage rights and the role of the Parish Council and the Parish Hall committee. Proposed that P Risdon who is on the Parish Hall committee discuss it with the chairman S Baber. To put on next months agenda. IS THIS A COUNCIL MATTER?	
12.	Date of next meeting. Thursday, 18 March 2021 at 7.30pm by Zoom. The meeting ended at 21.40	
These Minutes are agreed by those present as being a true record.		

Signed:
Chair of East Worlington Parish Council

Date: