

## EAST WORLINGTON PARISH COUNCIL.

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING,  
BARNSTAPLE, DEVON. EX31 4TG.

TEL: 01598 710526. E-MAIL: sue@suesquire.com

### TO ALL COUNCILLORS:

You are hereby summoned to a Parish Council Meeting on **Tuesday, 6 October 2020 by teleconference at 7.30pm**. The meeting has been re-scheduled from that planned for Tuesday, 29 September 2020.

The teleconference will last for an hour.

Joining details:

**Dial: 0333 0110 397**

**Room number: 64148634 #**

**Guest Pin: 4972 #**

The Agenda is detailed below. Sue Squire, Parish Clerk. 1 October 2020

| No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 1.  | <b>Election of Chairman</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.  | <b>Chairman to read Declaration of Acceptance of Office</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.  | <b>In the event that a Chairman is not elected, the Vice Chairman will chair the meeting. The Vice Chairman has indicated that she does not wish to hold the office of Chairman.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.  | <b>Representations from the public.</b> Due to the time restriction of the meeting, this is limited to 3 minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.  | <b>Apologies.</b><br>To note that former Cllr Philip Brown has resigned. North Devon Council has confirmed that no request for a by-election has been received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6.  | <b>Co-option to fill the two vacancies on the Parish Council.</b><br>Three candidates have registered their interest in being co-opted.<br>Councillors have been circulated with their co-option request and a paper ballot will be conducted ahead of the meeting, independently verified by the Clerk's neighbour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.  | <b>Declarations of Interest.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.  | <b>To approve the Minutes of the Parish Council meetings held on 28 July 2020 and 28 January 2020 (not approved at the March meeting which covered urgent items only at the beginning of lockdown for Covid-19).</b><br><br>The paper copies will be signed when physical meetings are being held again.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 9.  | <b>Reports.</b> Written Reports are requested to circulate ahead of the meeting due to the time limitation.<br><b>9.1 County and District Councillor J Yabsley.</b><br><br><b>9.2 Defibrillator.</b> With the defibrillator in place, a monthly Report has to be submitted to South West Ambulance Service Trust.<br>The Clerk has offered to do this, similar to Reports she submits for some of her other Parishes, and will liaise with a parishioner regarding the defibrillator being checked each month.<br><br>The electricity supply to the defibrillator has been carried out and the invoice for this will be dealt with under Item 10.2.<br>It is understood that the work was done at the same time as Parish Hall fire assessment and Councillor Old has suggested asking for copies of the Risk Assessment and Inspection Report. |

The information is in the public domain on the Parish Hall website and the following gives links to the relevant pages:

- Parish Hall Fire Safety Policy and Procedures <https://ewph.uk/parish-hall/about-us/governance/policies-strategies-plans/parish-hall-fire-safety-policy-and-procedures-october-2019/>
- Parish Hall Fire Risk Assessment <https://ewph.uk/parish-hall/about-us/parish-hall-facilities/parish-hall-fire-risk-assessment/>
- Parish Hall Fire Certificate of Inspection <https://ewph.uk/parish-hall/about-us/parish-hall-facilities/parish-hall-fire-certificate-of-inspection/>

**9.3 Road Update including Parish drainage – Councillors Miss Sturla and S Good.**  
A written Report has been circulated to Councillors and Councillors Miss Sturla and Good will give further details at the meeting.

10. **Finance.**

**10.1 Balances.** Have been circulated to Councillors ahead of the meeting together with budgetary figures to the end of August 2020.

**10.2 Worlington PCC.** Request for a donation for the upkeep of the Churchyards at both churches. A copy of the latest set of accounts has been supplied and circulated to Councillors to Comply with the criteria set down for Parish Councils to follow.

**10.2 To approve and authorise the following payments:**

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|---------------------|------------------------|--------------------------------------|
| <b>Mrs S Squire</b> | Redacted under the DPA | Details will be shown to Councillors |
| <b>HMRC</b>         | PAYE                   | <b>£38.60</b>                        |
| <b>Mrs J Snooks</b> | Internal audit fee     | <b>£50.00</b>                        |

To note that Mrs Snooks has advised that the fee for the 2020/21 audit will be £100.00.

**Came and Company** Insurance renewal premium due on 1/10/20  
The firm are aware that the meeting has been re-scheduled.

**£380.71 (one year) or**

**if a Three Year Long Term Agreement is taken out, the premium will be £361.07**

|                                                       |                               |                |
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| <b>Devon Air Ambulance</b>                            | Suggested Donation of         | <b>£25.00</b>  |
| <b>Dart Electrics</b>                                 | Installation of defibrillator | <b>£24.00</b>  |
| <b>Replacement cheque for the Witheridge Magazine</b> |                               | <b>£100.00</b> |

The bank rejected the original cheque (now destroyed) due to the incorrect payee's name  
Now to be Witheridge Group Advisory Committee

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|-----------------------|--------------------------------------------|----------------------|
| <b>Worlington PCC</b> | Donation for the upkeep of the churchyards | <b>£To be agreed</b> |
|-----------------------|--------------------------------------------|----------------------|

**10.3 2019/20 Audit.** The internal audit has been completed and the Certificate of Exemption submitted to the external auditors.  
The internal auditor's report (circulated to Councillors) has highlighted the following items to be addressed:

- Fixed Asset Register. It is not in line with the Practitioners Guide and should be expanded to include the basis of valuation, location and Deeds.
- The following to be reviewed and adopted at the November 2020 meeting:

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|     | <p>⇒ Standing Orders<br/> ⇒ Financial Regulations<br/> ⇒ General Risk Assessment<br/> <i>This would have been done at the Annual Parish Council Meeting in May as a standing item, had it been held physically.</i></p> <ul style="list-style-type: none"> <li>▪ VAT to be reclaimed. <i>This has already been done.</i></li> <li>▪ For the next audit, the year end Bank Statement for the Savings Account to be provided. <i>The Clerk has requested this in the past and the bank has advised that because there is no movement on the account, i.e. interest being added, no Statement will be provided.</i> Councillors may consider moving the £1,000 from the account which is earning no interest, to the current account and closing the savings account which, it has been ascertained, requires a minimum amount of £10,000 before interest is earned.</li> </ul> <p><b>10.4 Information Commissioner's Office Data Protection Registration Certificate.</b><br/> The Clerk will suggest that the payment is made by direct debit in order to streamline payments, obviating the need for a cheque and cutting down on paperwork.</p> <p>In addition, payments by direct debit is £5 cheaper than by cheque - £35 per annum as opposed to £40 per annum.</p> <p><b>10.5 Second tranche of the Precept amounting to £1,850.00 was credited to the bank account on 24/9/20.</b></p>                                                                                                                                                                                                                                                                                                                                             |
| 11. | <p><b>Items to discuss.</b></p> <p><b>11.1 Transfer of land between the Parish Hall and the highway.</b> The Clerk has requested Messrs Crosse Wyatt for an update on the present position.<br/> Councillors have been circulated with a plan and confirmation that the area marked is correct.</p> <p><b>11.2 Defibrillator at the Parish Hall.</b> To note the following:</p> <ul style="list-style-type: none"> <li>▪ The defibrillator was delivered on 30 July</li> <li>▪ The expiry date of the contract ends on 30 July 2024</li> <li>▪ County Councillor Yabsley's Locality Grant funding in the sum of £2,000 for the defibrillator has been received</li> <li>▪ The defibrillator has been fixed</li> <li>▪ An e-card of thanks has been sent to County Councillor Jeremy Yabsley for his help and generous donation from his Locality Grant Funding to enable the purchase of the defibrillator</li> </ul> <p><b>11.3 North Devon Council.</b> Email regarding Community Priorities.<br/> To note that this Parish Council confirmed that the three items on the list should remain, and that the car park between the Parish Hall and the road has been added to the list.</p> <p><b>11.4 North Devon Council – Public Payphone Consultation.</b><br/> To note that this Parish Council's representations for the phone and kiosk to remain due to poor mobile reception in the area was submitted on 29 July 2020.</p> <p>North Devon Council has responded to BT objecting to the removal of the payphone.<br/> (Councillors have been sent details of the correspondence in a separate email).</p> <p>The final notification letter dated 16/9/20 has been received and forwarded to Councillors in a separate email.</p> |

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|     | <p><b>11.5 To consider the Parish Council's position regarding Planning, Climate Change, the Annual Parish Magazine and the Clerk's Contract of Employment</b> as a result of the resignation of former Councillor Philip Brown.</p> <ul style="list-style-type: none"> <li>⇒ To consider if a separate Planning Committee is required and if so, the composition of this, together with a Chairman</li> <li>⇒ To consider if it is necessary for a named Councillor to head Climate Change issues for the Parish</li> <li>⇒ To consider an individual to liaise with organisations and the designer for Annual Parish Magazines. Contact details have been forwarded to the Clerk by Mr P Brown. In this connection the Clerk will suggest the adoption of a Privacy Notice and Data Protection Policy</li> <li>⇒ To progress the revision of the Clerk's Contract of Employment to bring it up to date, and as a result of the course attended by Mr Brown 'Being a Good Employer'. The Devon Association of Local Councils has provided details of a salary review for Clerk's and this will be forwarded to Councillors separately</li> </ul> <p><b>11.6 Review / adoption of Policies.</b> To consider the following, which have been forwarded to Councillors separately.</p> <ul style="list-style-type: none"> <li>▪ Equal Opportunities Policy (new version replacing the Policy currently in place)</li> <li>▪ Health and Safety Policy</li> <li>▪ Subject Access Requests Policy</li> <li>▪ Privacy Notice (Item 11.5 refers)</li> <li>▪ Data Protection Policy (Item 11.5 refers)</li> </ul> <p><b>11.7 Winter preparation.</b> To consider whether a further supply of grit salt is required.</p> <p><b>11.8 Worlington New Residents Welcome Information Pack.</b><br/>Councillors have been forwarded with the details for consideration.<br/>Mr S Baber has pointed out that the pack includes several references to the Parish Council and it would be helpful for the Parish Council to decide what it would like including now and for the future.</p> <p><b>11.9 DCC Public Consultation of the updated Local Flood Risk Management Strategy.</b> The email dated 24/8/20 was forwarded to Councillors on 1/9/20 after the Clerk's leave.<br/>To consider making a response to the consultation which ends on 15/10/20.</p> <p><b>11.10 Frequency of meetings.</b> Councillor Old has suggested that consideration is given to meetings being held on a monthly basis. To discuss this further.</p> <p><b>11.11 South Molton Community News.</b> Letter received advising that the local representative has left the area and inviting people to consider taking on this role.</p> |
| 12. | <p><b>Planning and Planning Correspondence.</b> To consider the following Application:</p> <ul style="list-style-type: none"> <li>▪ <b>72025 / 72026 – Full Planning Application and Listed Building Application for Conversion of outbuildings to habitable space, to include extension and alterations to dwelling at Cuddenhay, East Worlington.</b></li> </ul> <p><b>12.1 Planning Correspondence.</b><br/>To note the following North Devon Council Decision Notice to Approve:<br/><b>71824 - Listed Building Consent for internal alterations to bathrooms and kitchen at Cuddenhay, East Worlington</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| 13. | <p><b>Items to note.</b></p> <p><b>13.1 What3Words.</b></p> <ul style="list-style-type: none"> <li>▪ What3Words is a geocode system for the communication of locations with a resolution of three metres.</li> <li>▪ What3Words encodes geographic coordinates into three dictionary words - the encoding is permanently fixed.</li> <li>▪ What3Words is an App that can be downloaded onto a phone and can easily identify precise locations which could be useful if anyone became lost or, more importantly, save a life. It is free for both iPhones and Android devices.</li> </ul> <p><b>13.2 Clerk's Autumn Leave.</b> 8 – 11 October inclusive.</p> |
| 14. | <p><b>Date of next meeting. Tuesday, 24 November 2020 at 7.30pm by teleconference.</b></p> <p>This will be the budget setting meeting for 2021/22.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |