

EAST WORLINGTON PARISH COUNCIL

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Minutes of the Council meeting held on Thursday 13th October 2022, 7.30pm at East Worlington Parish Hall.

Cllrs Present: Becky Smyth (Chair), Nigel Pankhurst, Alice Rhodes & Ros Bolt (Co-opted).

Also in Attendance: Alice Turner (Parish Clerk) Cllr Jeremy Yabsley and 4 members of the public were in attendance.

BUSINESS TRANSACTED.

1.10.22: Welcome.

The Chair opened the meeting & reminded everyone that the Clerk was taking an audio recording to aid with taking the minutes, the recording will be deleted once minutes are drafted.

2.10.22 Co-option Vacancies (Chair)

Cllrs to consider candidates who have been confirmed as eligible to stand prior the Meeting. Ros Bolt having been confirmed as eligible for co-option, introduced herself to the Council.

[Cllr Smyth proposed that Ros Bolt be co-opted to the Council with immediate effect, seconded Cllr Pankhurst. All in Favour – Motion Carried. \(RR2022/030\)](#)

Cllr Bolt signed the declaration of Acceptance of Office.

3.10.22 Apologies for absence:

Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting. Apologies were received from Cllr Sturla (personal reasons).

[Cllr Rhodes proposed that apologies for absence were approved from Cllr Sturla \(personal reasons\), seconded Cllr Smyth. All in Favour – Motion Carried. \(RR2022/031\)](#)

4.10.22: Minutes of the Last Meeting. [Minutes available on the website.](#)

Cllrs to consider the approval of the Minutes of the meeting held on the 11th August 2022.

[Cllr Smyth proposed that the Council approve the Minutes of the meeting held on 11th of August 2022 be signed as a true and accurate record, seconded Cllr Pankhurst. All in Favour – Motion Carried. \(RR2022/032\)](#)

5.10.22: Declarations of Interest - None declared at this time.

6.10.22: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

A member of the public asked about a response to correspondence previously submitted.

A member of the public asked why the planning was not on the agenda. The Clerk responded that she had not been notified but would make a point to check the NDDC website prior to publication of the Agenda in future.

7.10.22: To receive reports from Devon County & N.D District Cllr J. Yabsley.

Cllr Yabsley gave a report which covered the following points:

- Highways: some patching has been done in the parish.
- NDDC: Site visit at Witheridge for the 155 houses has been carried out.
- Report on a Rural hub just off the link road.

Cllr Pankhurst asked about the foul drainage issue which had been previously reported, Cllr Yabsley gave an update on the remedying of the situation by Southwest Water who have adjusted the pumping schedule.

Cllr Bolt asked about the discharge of sewage into the water course, Cllr Yabsley reported that SWW have a licence for this in certain circumstances.

8.10.22: Highways - to receive any updates pertinent to highways issues.

The Clerk reported that Grant funding applications are in progress.

9.10.22: Planning (Chair)

The Chair reported that the following applications have been submitted since the August meeting:

[76036](#) – Erection of agricultural storage shed at Rusdon Farm, East Worlington, EX17 4TQ – Deadline 31st October 2022.

[75966](#) – Installation of ground mounted Solar PV panels at Grove House, East Worlington EX17 4SY – Deadline 19th October 2022.

Councillors to respond as private individuals.

10.10.22: Current & New Business.

a) Defibrillator: Training & Guardian responsibilities (Cllr Smyth/Cllr Sturla)

Cllr Sturla to give update on request for demonstration from previous Guardian.

Clerk & Cllr Smyth to update on Awareness training arrangements.

Cllrs discussed the topic and Cllr Bolt agreed to open the hall for the training session on the 29th of October. Cllr Rhodes agreed to display posters for the event and Cllr Pankhurst agreed to ask the hall committee if they would be willing to assist.

Cllr Pankhurst agreed to be guardian and ask SWAT what to do. The Clerk agreed to facilitate contact.

b) The Parish Council Magazine - Update (Cllr Rhodes/Cllr Sturla)

Cllr Rhodes gave an update on the Magazine, and it was agreed to add this topic to the next agenda.

Cllr Yabsley reported that his District Councillor Community grant could be applied for to help with publication costs.

c) Recruitment of Cllrs (Chair/Clerk)

This item was deferred to the next meeting. It was reported that there are still 2 vacancies.

d) Discussion on changing banking providers (Cllr Rhodes)

Cllrs discussed the current banking arrangements and considered moving the bank account back to Lloyds Bank Plc.

[Cllr Smyth proposed that the Council authorise the Clerk to facilitate the move of the Banking arrangements to Lloyds Bank PLC with online access and adding the Clerk as a signatory, seconded Cllr Rhodes. All in Favour – Motion Carried. \(RR2022/033\)](#)

e) Discussion on how best to promote the Annual Parish meeting (Cllr Smyth)

This item was deferred to the next meeting.

11.10.22: Finance (Clerk) Documents available at the meeting.

a) To approve [financial schedule of payments as seen in Appendix A.](#)

Cllrs discussed the schedule and [Cllr Smyth proposed that the financial schedule of payments including virements be approved, seconded Cllr Rhodes. All in Favour – Motion Carried. \(RR2022/034\)](#)

b) To receive [2nd Quarter 2022-23 Budget report as seen in Appendix B.](#)

Cllrs reviewed the 2nd quarter budget report and following discussion [Cllr Smyth proposed that the 2nd Quarter 2022-23 Budget report including Virements be approved, seconded Cllr Rhodes. All in Favour – Motion Carried. \(RR2022/035\)](#)

12.10.22 Cllr/Clerks Reports & items for future agendas:

Cllr Smyth asked that a discussion on the impact of the Witheridge development on the Sewerage prevision and overflow into the watercourse be added to a future agenda

Cllr Bolt raised concerns about Fly tipping in the parish

13.10.22: Confirmation of the next Council meeting:

Thursday 24th November 2022 at 7.30pm in the Parish Hall.

Please note that any changes to meeting dates/times will be posted on the Website.

14.10.22: Confidential items (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2).

a) Resolution required to move the Council into Part II.

Cllr Smyth proposed that the Council move to Part II due to the Confidential nature of items under discussion, seconded Cllr Rhodes. All in Favour – Motion Carried. (RR2022/036)

b) Discussion on internal Council Communications. (Cllr Rhodes) *Contains information covered by GDPR.*

c) War Memorial Repair (Cllr Sturla) *Contains commercially sensitive data.*

d) Review of Clerks overtime in relation to RR2022/020. *Restricted information under employment law.* (Chair)

Cllr Sturla proposed that the Council approve 5hrs/month overtime if required to the Clerk, to be reviewed in September, seconded Cllr Rhodes. All in favour – Motion Carried. (RR2022/020)

e) Consideration of end of Clerks probationary period. *Restricted information under employment law.* (Chair)

f) Chair returned the meeting to public session to hear resolutions.

Item c) Deferred.

Item d) Cllr Rhodes proposed that the Council extend the 5hours a month overtime allowance for another 6 months, to be reviewed in March 2023, seconded Cllr Pankhurst. All in Favour – Motion Carried. (RR2022/037)

Item e) Cllr Smyth proposed that the Council end the Clerks probationary period, seconded Cllr Bolt. All in Favour – Motion Carried. (RR2022/038)

There being no further business to discuss the Chair closed the meeting at 9.30pm.

Appendix A: Financial Schedule.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
(PM23/010)	£913.00	Crosse Wyatt	Solicitors Bill in relation to Land Transfer	LGA 1972 S.124	EMR "Land Transfer"
PM23/011	£239.45	Alice Turner	Salary (August) & OT (3 months)	LGA 1972 S.112	Staff Costs/Salary
PM23/012	£350.00	Colin Jones	Fee for New Website	LGA 1972 S.111	EMR "IT"
(PM23/013)	£18.00	Unity Trust Bank	Banking Fee (04/06/22 - 03/09/22)	LGA 1972 S.111	Staff Costs/Office Exp
PM23/014	£383.99	BHIB Insurance	Annual Insurance	LGA 1972 S.111	Admin/Insurance
PM23/015	£272.05	Alice Turner	Exp. (Sept & Oct 2022)	LGA 1972 S.111	Staff Costs/Salary, Staff

				& S.112	Costs/Office Exp.
PM23/016	£143.55	Alice Turner	Salary & OT Sept 2022	LGA 1972 S.112	Staff Costs/Salary
TOTAL	£2,320.04				

Virements for Authorisation:

Amount	FROM	TO
£2.99	Prof. Fees / Audit	Admin / Insurance

Monies held as Reserves after Payments: (EMR = Earmarked Reserve)

Amount	Details
£302.86	Land Transfer (EMR)
£395.00	General Reserve
£400.00	Defibrillator (EMR)
£3,000.00	War Memorial Fund (EMR)
£1,000.00	Precept Contingency (EMR)
£0.00	IT (EMR)
£5,098	TOTAL

Bank Situation:

Bank Total 30/09/2022	£8,573.29
Less Payments Pending	£1,389.04
Plus receipts Received (if after Bank date)	£0.00
Less Money held as reserves	£5,097.86
Available Balance	£2,086.39

Appendix B: 2nd Quarter Budget 2022-2023 Report inc. Virements.

Income:

INCOME	Revised 2022/23 Budget	Income to 30.09.22	Differenc e	Comments
Precept	£4,725.0 0	£4,725.0 0	£0.00	
Other / Grants	£1.00	£0.00	-£1.00	£1 from Gen. Res.
TOTAL	£4,726.0 0	£4,725.0 0	-£1.00	

R.F.O Comments: No Areas of Concern.

Expenditure:

	Approved 2022/23 Budget	Spend to 30.09.22	Difference	Under / Over or On Budget	Notes
STAFF COSTS	£2,042.00	£990.63	£1,051.37	under	

Salary	£1,535.00	£747.40	£787.60	under	
Office expenses	£507.00	£243.23	£263.77	under	
ADMIN.	£824.00	£17.00	£807.00	under	
Insurance	£381.00	£0.00	£381.00	under	
IT costs	£193.00	£0.00	£193.00	under	Vire £14.56 to R.C/Festivals
Hall Hire	£150.00	£0.00	£150.00	under	
Training	£100.00	£17.00	£83.00	under	
RUNNING COSTS	£675.00	£314.56	£360.44	under	
Grass Cutting	£375.00	£0.00	£375.00	under	
Festivals	£300.00	£314.56	-£14.56	Over	Vire from Admin/IT costs
PROF. FEES	£185.00	£140.00	£45.00	under	
Audit	£100.00	£90.00	£10.00	under	
Subscriptions	£85.00	£50.00	£35.00	under	
ASSETS	£400.00	£150.00	£250.00	under	
Maint. & Repairs	£250.00	£0.00	£250.00	under	Inc. War Memorial
Defibrillator	£150.00	£150.00	£0.00	On	
GRANTS/ DONATIONS	£500.00	£0.00	£500.00	under	
Contingency	£100.00	£0.00	£100.00	under	
TOTAL	£4,726.00	£1,612.19	£3,113.81	Under	

Summery of Virements for approval:

From	Amount	To
Admin/IT Costs	£14.56	Running Costs / Festivals

R.F.O Comments: No areas of Concern at present.

Prepared by Alice Turner R.F.O 13-10-2022

Signed: *Cllr Becky Smyth* **Date:** 26th January 2023