

## **OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL**

### **MINUTES OF THE MEETING HELD ON MONDAY, 6TH. JULY 2020 AT OLD MILVERTON VILLAGE HALL**

*[Owing to the coronavirus emergency the agenda items proposed for the Annual Parish Meeting scheduled for 27<sup>th</sup>. April 2020 and the Parish Council Meeting scheduled for 18<sup>th</sup>. May 2020 were postponed until subsequent meetings].*

*This Parish Council Meeting was held at Old Milverton Village Hall in accordance with the Coronavirus Regulations since not all parties had ready access to on-line “Zoom” facilities.*

**PRESENT:** Councillors J.Emmerson (in the Chair), Mrs. L. Keeling, Rachel Pope, M.Rayner and W.M.O. Tansey.

#### **2024. APOLOGIES FOR ABSENCE**

Apologies for absence were received from District Councillors Daniel Russell and Mrs.Sidney Sison.

#### **2025. RISK MANAGEMENT PLAN**

The addition to the Risk Management Plan at Appendix A to take account of precautions applying at meetings during the coronavirus emergency was approved for addition to the main policy.

#### **2026. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 16<sup>th</sup>. March 2020 were approved for signature by the Chairman.

#### **2027. MATTERS ARISING FROM PREVIOUS MINUTES**

Councillor Rachel Pope indicated that the coronavirus emergency had delayed her progress in dealing with revisions to the Parish Council’s website.

#### **2028. REVIEW OF PARISH COUNCIL’S REGULATIONS**

The Parish Council’s Financial Regulations, Risk Management Plan and Internal Audit Procedures were reviewed: since the previous review circumstances relating to their provisions had remained unchanged and it was therefore agreed that all should remain in force unamended.

#### **2029. CONSIDERATION OF 2019-2020 ACCOUNTS**

The 2019-2020 Accounts were approved as at Appendix A, supporting bank statements having been made available. The accounts would be displayed on the Parish Notice-Boards for 15 days.

#### **2030. AUDIT OF 2019-20 ACCOUNTS**

At its meeting on 27<sup>th</sup>. November 2017 (minute no. 1868) the Parish Council had decided that Annual External Audits should take place every three years but owing to the coronavirus emergency it was agreed that the 2020 should be internal only: therefore in respect of 2019-20 the Parish Council was required to submit a Certificate of Exemption to the Auditors, PKF Littlejohn LLP, to be copied on to the Parish Council’s website together with the other forms as follows:

(a). The Annual Internal Audit Report 2019-20 which had been completed by Internal Auditor, Mr. N.M.Pratt, to whom grateful thanks were expressed for his assistance in this matter.

(b). The Annual Governance Statement 2019-20 which was approved and entailed answering each question in the affirmative, except one on Trust Funds which was not applicable. This was duly signed by the Chairman and the Clerk

(c). The Accounting Statement 2019-20 which was approved and entailing a statement of the Parish Council's approved income and expenditure records based on the accounts at Appendix A approved under minute no.2029. This was duly signed by the Chairman and the Clerk.

(d). The Certificate of Exemption, which was approved and duly signed by the Chairman and the Clerk.

(e). An Analysis of Variances, Bank Reconciliation and Notice concerning exercise of public rights.

### **2031. PLANNING APPLICATIONS**

It was noted that:

(a). the following applications had been withdrawn:

*W19/0684* – Jephson House, Stoneleigh Road, Blackdown - Major redevelopment

*W20/0030* - Helen Ley House, Bericote Road, Blackdown - Change of use to enable provision of car park

*W20/0189* – River Studio, Old Milverton Lane, Old Milverton - Construction of bicycle shed

*W20/0682* – Churchside Barn, Church Lane, Old Milverton - Replacement double garage

(b). the following application had been refused:

*W20/0243* - Pear Tree Cottage, Stoneleigh Road, Blackdown - Enlargement and remodelling of property

(c). the following developments had occurred:

*W19/0329* - 12 Old Milverton Road, Old Milverton - Construction of new dwelling - Appeal dismissed ref. APP/T3725/W/19/3237179

Woodland Grange, Old Milverton Lane, Old Milverton - The wooden supports for the advertisements had been removed and a further application was expected in due course to regularise the letting of rooms, hotel style.

*Enforcement Appeal APP/T3725/C/19/3220111* - Land at Quarry Park, Old Milverton Lane, Old Milverton - Enforcement Notice withdrawn

### **2032. APPROVAL OF ACCOUNTS**

The payments specified in the Schedule provided for Members, including £129.13 for administrative expenses, £148.00 subscription to WALC; and £254.19 insurance premium were approved, the cheques having previously been issued under delegated powers to the Clerk.

### **2033. ITEMS FOR FORTHCOMING MEETINGS**

(a). A Police circular had been sent to Blackdown residents requesting vigilance against recent proliferation of fly-tipping and it was agreed that details of the offending sites be ascertained.

(b). It was agreed that a circular be distributed to residents with news of developments during the coronavirus emergency, the initial draft of which was to be kindly drafted by Cllr. Rachel Pope.

### **2034. PUBLIC PARTICIPATION**

None

CHAIRMAN

**OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL**

**RISK MANAGEMENT PLAN: ADDITION**

**For holding Parish Council Meetings during the Coronavirus Restrictions**

**NUMBER** in existing Hazard Catalogue: 13

**VULNERABILITY:** Failing to abide by Regulations

Safeguards:

- anyone with apparent coronavirus symptoms or who has been advised to self-isolate is requested not to attend
- spacing Parish Council Members seated according to the current social distancing (a) within Old Milverton Village Hall or (b) outside if the weather allows
- seating other attendees according to the current social distancing or, if spacing is a problem, requesting them to attend only for the specific items in which they might have an interest
- alerting those present to avoid touching surfaces and if appropriate, to wear gloves
- announcing that in the event of the attendance by too many the meeting would have to be abandoned
- provision of hand sanitizer for use of those in attendance
- agenda to be kept as brief as possible

**TRIGGER**

- Failing to abide by the safeguards
- Attendance by too many people.

**CONSEQUENCE**

- Infection by coronavirus

**SEVERITY**

- II i.e. Critical [*described in the Parish Council's Risk Management Plan under Life and Health as "One or more serious injuries referred for further medical attention"*]

**PROBABILITY**

- E i.e. Seldom [*described in the Parish Council's Risk Management Plan as "hardly ever arises but has been known to occur"*].

## APPENDIX B

### OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL

#### Summary of Receipts and Payments for year ended 31<sup>st</sup>. March 2020

2018-19	RECEIPTS	£	2018-19	PAYMENTS	£
14,000	Precept	10,000	2,481	Clerk's salary	2,575
65	Bank Interest	103	610	Administration	732
	Bank compensation	50	243	Insurance premium	252
	CIL contribution *	7,130	120	Hire of meeting venue	105
	VAT refund	485	238	Subscriptions	240
			50	Internal Audit Fee	50
				Speed gun expenses	40
			936	Neighbourhood Plan	
	* ring fenced		1,740	Plan. Apps. Prof. Advice	130
				Publications purchase	29
				Course fees	128
			404	Website administration	255
				2019 Election fees	450
				Leam RFC grant	
				VAT on Payments	39
14,065		17,768	6,822		5,125

#### Receipts and Payments Summary

		£
	Balance brought forward 1 <sup>st</sup> . April 2019	65,361
Add	Total receipts	17,768
Less	Total payments	<u>(5,125)</u>
		<u>78,004</u>
<b>These cumulative funds are represented by:</b>		
	Current Account balance 31 <sup>st</sup> . March 2020	27,288
	Deposit Account balance 31 <sup>st</sup> . March 2020	<u>51,001</u>
		78,289
	Less uncashed cheques no. 100858, 860, 861, 864.	<u>(285)</u>
		78,004

Signed \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Responsible Financial Officer

Notes:

#### ASSETS

Assets are defined as land and buildings, and plant and equipment with a significant value in relation to the Parish Council's financial activities

At 31<sup>st</sup>. March 2020 the following assets were held:

Old Milverton notice board	1,413
Blackdown notice board	1,413
Bench on Old Milverton Village Green	710
Old Milverton Village Green Jubilee Plaque	445
Blackdown Jubilee Plaque and Tree	260
Old Milverton Plant Barrel	45
Old Milverton "Old Village Pound Site" notice	184
2 plant half-barrels at Car Park entrance	<u>80</u>
	4,550

The basis of the value of these assets is based on the original purchase price

GRAHAM E.COOPER  
Clerk to the Council